



Workforce Solutions Co-Op Program - Employer Application Criteria

Workforce Solutions for North Central PA, Inc. was awarded funding from the PA Department of Labor and Industry to increase Co-op opportunities in our six county region. This region has experienced a significant population loss over the past 18 years of 6% with projections of a loss of another 30,000 in the next ten years due to individuals aging out of the workforce. This program is a great strategy to assist in retaining our young people and making them aware of the career opportunities in their own backyard as well as to increase the awareness of Co-Op and related work experience programs and connection between these programs and local employers. The goal of this program is to expose our youth to the many opportunities in our region that will encourage them to stay or return after high-school and/or post-secondary education providing our employers with a workforce into the future. Here is your chance as an employer to engage our youth and provide them with a positive and meaningful experience!

Eligible employers include Pennsylvania for-profit and/or non-profit employers. Eligible students must be in an approved co-op program or a work experience directly related to their field of study. Employers must pay a minimum of **\$7.25 per hour**, be at least a **6-week experience for 10-30 hours per week for a maximum of \$3,000 per student**. Employers will be reimbursed 50% of the hourly wage. **Employers should complete the attached application for each student they hire** and submit to Terry Hinton at thinton@ncwdb.org. Depending on the number of applications received a limit per employer may be determined.

Applications will be reviewed and upon approval employers must agree to the following conditions:

1. Co-op and Work Experience programs approved by PDE (see attached list) **must** take place between October 1, 2021 through June 30, 2021.
2. Prior to the start of program activity, employers must establish a pay schedule and coordinate with designated supervisory staff how timesheets will be accurately completed, submitted and processed so that interns are paid in a timely manner and only for actual hours worked.
3. Hourly wage must be at least \$7.25 per hour.
4. Employers hiring Co-op students under the age of 18 must ensure that the supervisor and anyone having on-going direct contact with any minors throughout the internship experience has the proper Child Protective Services Law (CPSL) clearances.
5. Employers hiring Co-op students under the age of 18 must ensure that the student has secured the proper work permit.
6. Prior to the start of the co-op employers should share policies pertaining to short-term employment such as time and attendance policies, call-off policies, dress code policy, code of conduct, discipline/termination, pay schedule etc. with supervisory staff and interns.
7. Following conclusion of the program, employers must agree to provide Workforce Solutions access to each student for the completion of a survey to gather required reporting information for Labor and Industry that includes: education level of the intern, feedback from each intern regarding what they valued about the experience, what their future plans are, etc.
8. Employers approved for Co-op positions reimbursement must complete a customer satisfaction survey that provides overall satisfaction with the program as well as suggestions for improvement and future interest in participating in a similar program.

Please complete both sections of the attached application and send all required documents to Terry at thinton@ncwdb.org. If you have any questions please do not hesitate to contact Terry at 814-245-1835 or thinton@ncwdb.org. Applications will be accepted on a rolling basis until the funding is depleted.