

Work Experience Webinar Resources

USDOL Guidance

- [TEGL WIOA No. 21-16 Title I Youth Formula Program Guidance](#) (March, 2017): Guidance and planning information to states, local area, and other recipients of Title I youth formula funds on activities associated with the implementation of WIOA. Read about allowed expenditures under work experience element.
- [TEN No. 31-16 Framework on Registered Apprenticeship for High School Students](#) (Jan, 2017): Provides recommendations on key elements of Registered Apprenticeship programs for high school students and to encourage greater use of Registered Apprenticeship programs for in-school youth at least 16 years old, enrolled in secondary schools.
- [TEGL WIOA No. 08-15 Second Title 1 WIOA Program Transition Guidance](#) (Nov, 2015):
- [USDOL Youth Connections Resources on paid and unpaid work experience](#): This page has a variety of resources available regarding WIOA and Youth. It is designed for youth workforce practitioners, stakeholder partners, and others to discuss and share promising practices, access technical assistance tools, and share your own knowledge and expertise with your peers across the nation.
- [Enough is Known for Action: Implementing Effective Work Experience Models for Youth WorkforceGPS Webinar](#): As you prepare to deliver expanded services to youth under WIOA, this webinar lets you hear from a few of your peers who will share work experience models that are outcome-driven and evidence-based solutions for your possible replication.

Business Engagement

- [Services for Businesses by NYSDOL Fact Sheet](#): This fact sheet provides a variety of resources that are available through the Business Engagement unit at NYSDOL.
- [Business Engagement Point of Contact for Youth Providers](#): Business Engagement unit staff across the State can help you with your workforce needs. Your point of contact can collaborate and assist you with business intelligence, identifying youth friendly businesses, internship and on-the-job training programs, The New York State Job Bank and NY Talent and business recruitment.
- [Jobs Express \(Job Openings in NY State by region\)](#) : You can view the region a youth lives in, see which industries are growing and find out what jobs are available in that economic sector.
- [Business Engagement unit webpage](#)

Apprenticeship

- [NYS DOL Apprenticeship webpage](#)
- [Apprenticeship Fact Sheet](#): This fact sheet is a general overview of the NYS Apprenticeship program. It highlights the benefits of the program as well as the Apprenticeship Program contacts for each region.
- [Earn While You Learn: Become an Apprentice Fact Sheet](#): This fact sheet can be used as an informational handout to your youth services recipients as well as to businesses you are working with to learn more about the apprenticeship opportunities in NY State.
- [Direct Entry Program](#): Direct Entry may be used by sponsors of Registered Apprenticeship programs as another way to bring apprentices into their programs. It is a tool to help sponsors reach underrepresented populations.

Internships/Jobs Program

- [New York Youth Jobs Program](#) (Formerly Urban Youth Jobs Program): Business tax credit program for hiring youth with barriers to employment.
- [Grads of Life](#): This website features tools that can help businesses develop sources of talent needs and build employment pathways, such as training, mentoring, internships and hiring initiatives.
- [New New York Leaders Program](#): This program matches youth with internships in NYS government.

Attached

- [Business Services Contact List for Youth Providers](#)
- Example- [Business Engagement Levels and Plan](#)

Business Engagement Unit – Point of Contact for Youth Providers

Business Engagement unit staff across the State can help you with your workforce needs. Your point of contact can collaborate and assist you with business intelligence, identifying youth friendly businesses, internship and on-the-job training programs, The New York State Job Bank and NY Talent and business recruitment.

Region	Name	Email	Phone
Capital	Cathy Bucci	Cathy.Bucci@labor.ny.gov	518-549-0067
Central	Dominick DiFulvio	Dominick.DiFulvio@labor.ny.gov	315-479-3290
Finger Lakes	Regenna Darrah	Regenna.Darrah@labor.ny.gov	585-258-8815
Hudson Valley	Sheila Davis	Sheila.Davis@labor.ny.gov	914-737-3490 x 326
Long Island	Pamela Bedford	Pamela.Bedford@labor.ny.gov	516-934-8521
Mohawk Valley	Maria Abraham	Maria.Abraham@labor.ny.gov	315-793-2271
New York City	Ingrid Gonzalez	Ingrid.Gonzalez@labor.ny.gov	718-613-3657
North Country	Melissa Johnston	Melissa.Johnston@labor.ny.gov	315-393-4600 x 106
Southern Tier	David Croston	David.Croston@labor.ny.gov	607-778-3004
Western	Laverne Hillman-Adams	Laverne.Hillman-Adams@labor.ny.gov	716-851-2692

[Back to page one of this document](#)

Example – Business Engagement Levels and Plan

Engagement levels (1)	Outreach	Relationship Development	Early Engagement	Engaged	Maintenance
Definition of level (2):	Initial contact	Assess business needs and what the program can offer	Business expresses interest in participation	Established relationship	Continual communication
Business Time Commitment (3):	30 mins or less	1-5 hours	1-5 hours	1-5 hours	1 hour per month
Program Staff Activities and Roles (4):	<ul style="list-style-type: none"> ·Share outreach materials ·Phone and on-site discussions ·Social media outreach ·Use of Labor Market Information 	<ul style="list-style-type: none"> ·Site visit ·Share your value addition ·Stress work-ready youth ·Offer workshops/training to business 	<ul style="list-style-type: none"> ·Continue to focus on value added ·Stress the benefits to the business ·Manage expectations 	Allow flexibility to the business to participate in a variety of ways. Ex: <ul style="list-style-type: none"> ·Workshops ·Site interviews ·Field trips ·Job shadowing ·Mentoring 	<ul style="list-style-type: none"> ·On-going site visits ·Youth evaluation and progress ·Formal commitment from business ·Monthly check-in/evaluations
On-Going Activities (5):	On-going communication, Appreciate the business participation formally (via website, forums, roundtables, ceremonies)				
Indicators of success (6):	Business will: <ul style="list-style-type: none"> ·Be made aware of the program 	Business will: <ul style="list-style-type: none"> ·Understand the value add of the program 	Business will: <ul style="list-style-type: none"> ·Explore ways to participate in the program 	Business will: <ul style="list-style-type: none"> ·Commit to some way of participating in the program ·Seek technical assistance from program staff 	Business will: <ul style="list-style-type: none"> ·Participate in youth evaluations ·Focus on strengths of youth ·Explore other options with engaging with the organization
Time bound Outcomes (7):	<ul style="list-style-type: none"> ·Staff will conduct outreach to 5-10 businesses per week ·At the end of the month, staff will have established working relationships with up to 4 businesses 				

(1) Name each level. You may want to add number of levels as appropriate; (2) Briefly define each level; (3) State approximate time commitment per month from business for each level; (4) List activities and roles of program staff regarding interaction with businesses in each level; (5) List the on-going business engagement activities; (6) Note indicators of success for businesses at each level; (7) List the business engagement outcomes expected from program staff on a regularly scheduled basis. [Back to page one of this document.](#)