

**WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY**  
**MEMORANDUM**

DATE: February 2, 2024  
TO: Finance and Administration Committee  
FROM: Michael Davie, Director of Programs  
SUBJECT: Policy

**ACTION REQUESTED:**

The WDC staff recommends the following policies to Finance and Administration Committee for review and approval on February 2, 2024.

1. Youth Stipends Policy
2. Work Experience Policy
3. Addendum to Work Experience under QUEST DWG

Recommendation: WDC staff recommends the updated policies be accepted for final approval and immediate release of Youth Stipends, Updated Work Experience, and Addendum to Work Experience under QUEST.

**SYNOPSIS:**

Policy summary, public comment information and subsequent modifications are as follows:

1. Youth Stipends Policy: The WDC will be the first in the state to establish a Youth Stipends Policy to be used as an allowable payment for participation in WIOA Title I-B youth program element activities such as occupational skills training or classroom activities, including high school equivalency preparation, work readiness, or employability skills training. This policy is an example of centering our pro-equity approach and based on our charge under the Regional Transformation
2. Work Experience Policy: communicates procedures for the Work Experience process and establishes expanded limits on wages and duration, allows flexibility and innovation under specialized programs through addendums, adds transitional jobs as an activity and administrative edits to background language. Update also empathizes the importance of coordinating work experience with the support service policy.
3. Addendum to Work Experience under QUEST DWG: due to anticipated need for increased wages and duration under QUEST DWG the increase in allowable

wages and remove of any limit on duration to be integrated to entirety of QUEST agreements and applicable policies until the closeout of the grant.

## **BACKGROUND:**

The Workforce Development Council (WDC) of Seattle-King County proposed three (3) updated policies to address programmatic and administrative components of programming funded by the Workforce Innovation and Opportunity Act (WIOA). These policies align with WIOA Final Rules, as well as the Washington State Employment Security Department (ESD) WIOA Title I and WorkSource System policies. The revised policies are in “final draft” format and included in Full Board package.

## **APPROACH AND PROCESS:**

The following policies were researched and co-created in partnership with providers and staff incorporated guidance and feedback into final policy for Finance and Administration Committee and Full Board approval.

## **EQUITY IMPLICATIONS:**

The WDC launched a review of local policies in alignment with the Regional Strategic Plan strategies for an equitable economic recovery. In order to mitigate disparities in underserved populations and communities of color, the updated policies emphasize an expanded use of stipends, streamlines documentation, launches transitional jobs, and embraces the widest definitions possible to benefit the maximum number of individuals.