



Illinois State Board of Education

Work Experience and Career Exploration Program (WECEP) Continuation Guidelines

Fiscal Year 2005

**Career Development and Preparation
100 North First Street
Springfield, Illinois 62777-0001
217/782-4620**

April 2004

BACKGROUND AND PROGRAM SPECIFICATIONS

Section 2-3.66a of the School Code (105 ILCS 5/2-3.66a) authorizes the Illinois State Board of Education to provide grants to school districts to develop career-related classroom instruction and cooperative work experience for 14- and 15-year-old students who are currently enrolled as full-time students in the regular school program but who have the potential to drop out of school. The purpose of the Work Experience and Career Exploration Program (WECEP) is to help academically disadvantaged students obtain applied academic instruction, career development, and social enrichment designed to prevent them from dropping out of school.

This program is specifically aimed at helping at-risk students to become reoriented and motivated to complete their education by allowing students to participate in career education and work training experiences provided by the private sector for not more than 23 hours a week.

The Work Experience and Career Exploration Program is designed to motivate and encourage students to complete high school while enabling them to make a successful transition to postsecondary education, employment, or other career advancement opportunities. The program emphasizes career exploration, preparation, and motivation through a combination of paid work experience and academic intervention in a nontraditional classroom setting designed to facilitate individual and small group instruction. One of the goals of the program is to provide students at risk of not completing high school with access to occupational training.

FISCAL INFORMATION

Individual grant awards will be made according to the school district's relative ability-to-pay factor, which is based in part on the number of economically disadvantaged students (Title I) enrolled in the district. The portion that a grantee will receive from state funds will range from 52 percent to 95 percent of the total proposed cost of providing the program, with the remaining funds expected to come from local sources. Funded programs should use their previously assigned rates.

Travel costs are allowable expenditures from grant funds. Mileage is allowed for students to travel to and from the job site. Travel for teacher/coordinators includes costs incurred for the supervision of students on the job site. Costs need to be included for travel and registration to attend a statewide meeting of the network. All teacher/coordinators are expected to attend. Travel costs to attend the WECEP Advisory Team meeting can also be included, if needed.

Applicants should refer to the *State and Federal Grant Administration Policy and Fiscal Requirements and Procedures Handbook*, which contains information to assist applicants in preparing the fiscal sections of the proposal. The handbook is available in PDF format at <http://www.isbe.net/Funding/PDF/fdsprochandbook.pdf>. Also, the *Project Management Handbook, September 2000 edition*, contains information on completing budget forms and contains blank forms and the attachments of this document to assist applicants in preparing their proposals. Copies are available at <http://www.isbe.net/wpp/ProjectManagerHandbook.doc>.

PROGRAM OUTCOMES

The success of each program is measured in terms of the accomplishments of the students enrolled at each site. Each program site is responsible to record services provided and program outcomes of each participant with the Illinois Student Information System (ISIS). The following are goals of the program:

- 100% of program participants remain in school.
- 100% of program participants earn 2 credits toward high school graduation and/or promoted to the next grade.
- 90% of program participants are placed in an appropriate work site.

PROGRAM COMPONENTS AND SPECIFICATIONS

By signing the FY 05 WECEP Continuation Grant Agreement, the school district is agreeing to meet the laws and specifications of a Work Experience and Career Exploration Program as listed below:

- Program will be available to 14-15 year old students who are currently enrolled as full-time students in the regular school program but who have the potential to drop out of school.
- Each program must be offered as part of the regular school day.
- Each program must provide a minimum of 200 minutes of instruction per week on general and specific topics related to careers and employment;
- Each program must provide paid employment for students who participate in the program in the private sector.
- Each student should receive individualized classroom instruction and supervision time that is equal to one-half hour or more per week.

- The program shall meet the educational standards as designated in the Illinois Learning Standards established by the Illinois State Board of Education.
- The program will not interfere with the schooling or with the health and well-being of the minors involved.
- Students shall receive credits to meet high school requirements or for promotion to the next grade for both in-school related instruction and paid work experience.
- The school is responsible for furnishing adequate classroom facilities for WECEP. The classroom should contain individual student tables and chairs, chalkboards, bulletin boards, storage cabinets, filing cabinets, and a desk for the teacher coordinator. In addition, the school must provide adequate supplies, including appropriate reading materials, computer equipment, and a telephone within or immediately adjacent to the classroom.
- Each program unit shall be under the supervision of a teacher coordinator who shall coordinate the work and education aspects of the program and make regularly scheduled visits to the work stations.
- Each teacher coordinator must meet the following requirements:
 - have one year (2,000 hours) of employment experience in an appropriate occupation or occupations.
 - have completed six semester hours of formal coursework in the area of organization and administration of work experience and career exploration education, including techniques of coordinating work-site learning experiences and individualized instructional methods;
- Each program shall be limited to a minimum of 12 students and a maximum of 25 students per full-time teacher coordinator.
- A student participating in the program shall have a written training memorandum signed by the teacher coordinator, the employer and the student. The agreement shall also be signed or otherwise consented to by the student's parent or guardian.

CHILD LABOR LAWS

By signing the FY 05 WECEP Continuation Grant Agreement, each school district agrees to comply with the criteria as required by Section 570.35a(b)(3) of Title 29 of the Code of Federal Regulations including:

- Students may not work before 7:00 a.m. or after 7:00 p.m. during the school year.
- Students may not work more than three hours on school days.
- Students may not work more than 8 hours in any 1 day when school is not in session.
- Students may not work more than six consecutive days.
- Students may work up to three hours during the time when school is in session.
- Students may work up to 23 hours during a school week.
- Students may work up to 40 hours during a non-school week.
- Students may work in occupations otherwise prohibited for which a *variance* has been granted by the Administrator of the Wage and Hour Division for the U. S. Department of Labor.
- Students may only be employed under one work permit at a time and the WECEP work permit is not valid for summer work.
- The program will not operate during the summer months when school is not in session.
- The employment of a minor enrolled in the program must not have the effect of displacing a worker employed in the establishment of the employer.

In completion of the FY 05 WECEP Continuation Grant Agreement, each program must provide the following information:

- A copy of the course syllabus for the related class.
- Documentation of the 2000 hours of employment experience for the teacher/supervisor.

- Documentation of passing the two coop classes are required to be a Cooperative Education Coordinator.
- An outline of the student selection and enrollment process.
- A list of the private sector training sites. (Form provided)

APPLICATION FORMAT

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed application.

- ____ 1. **Grant Agreement and Budget Summary and Payment Schedule** must be submitted on the forms provided and signed by the district superintendent or official authorized to submit the proposal.
- ____ 2. **Budget Information** must include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. Allowable expenses include the cost of employing teacher coordinators, teacher coordinators' travel expenses, and student transportation costs. The cost for attending a statewide network meeting at Connections for 2005 should be included.
- ____ 3. **Certifications and Assurances:** Each applicant is required to submit the two attached certification forms ("Certification and Assurances for Application and Award" and "Drug-Free Workplace Certification"). These must be signed by the school district superintendent or official authorized to submit the proposal and to bind the applicant to its contents.
- ____ 4. **Program Components and Specifications:** Each applicant, by signing the grant agreement, assures that all components of a Work Experience and Career Exploration Program are in place and functioning. The applicant will also provide a course syllabus, a training memorandum, documentation of 2000 hours of work experience for teacher/coordinator, an outline of the student recruitment and selection process, and a list of potential employers.

TERMS OF GRANT

- A. Applicants may be asked to clarify certain aspects of their proposals. A negotiated and finalized proposal returned to the applicant, with an authorized signature affixed to the cover page, will constitute an approved agreement with the Illinois State Board of Education.

- B. Orders for payment will be submitted to the Office of the Comptroller according to a negotiated payment schedule. Payments may be reduced from scheduled amounts if periodic reports show excessive cash on hand.
- C. An approved budget may be amended by filling out the Budget Summary form to show the new amounts required and attaching an explanation for the changes. A budget amendment must be submitted for agency approval whenever any individual line item changes by more than \$1,000 or 20 percent, whichever is larger. A budget amendment must also be submitted for approval when a grantee proposes to use funds for allowable expenditures not identified in the approved budget. Budget amendments will be approved if the proposed distribution of resources or activities would have been approvable within the original application.
- D. Funds granted for the operation of this program must be used exclusively for the purposes stated in the approved proposal and must be expended in accordance with the approved budget and the grantee's policies and procedures related to such expenditures. Funds may only be expended for activities occurring during the grant period.
- E. Successful applicants will be subject to the provisions of Section 511 of P.L. 101-166 (the "Stevens Amendment") due to the use of federal funds for this program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
- F. Subcontracting: No subcontracting is allowed under this Request for Proposals.
- G. Reporting: The grantee must submit a final narrative report, due by July 31, 2003.

Initial Application
 Amendment
 (date) _____

ILLINOIS STATE BOARD OF EDUCATION
 Career Development and Preparation E-240
 100 North First Street
 Springfield, Illinois 62777

PROJECT NUMBER
AGENCY NAME

**WORK EXPERIENCE AND CAREER
 EXPLORATION PROGRAM**
Budget Justification

FUNCTION AND OBJECT CODES	BUDGET LINE ITEMS TOTAL	LOCAL	ISBE
1000 INSTRUCTION			
100 SALARIES			
110 Teacher/Coordinator Salaries			
\$ _____ /Month x _____ Month(s) x _____ %			
Subtotal	\$ _____	\$ _____	\$ _____
200 EMPLOYEE BENEFITS			
211 TRS			
214 Medicare Only			
221 Life Insurance			
222 Medical Insurance			
223 Dental Insurance			
Subtotal	\$ _____	\$ _____	\$ _____
300 PURCHASED SERVICES			
331 Student Transportation			
\$ _____ /Mile x _____ Mile(s)			
332 Travel (Coordinator)			
\$ _____ /Mile x _____ Mile(s) (Local)			
Conference _____			
380 Workers' and Unemployment Compensation			
Subtotal	\$ _____	\$ _____	\$ _____
400 SUPPLIES AND MATERIALS			
Subtotal	\$ _____	\$ _____	\$ _____
2900 OTHER SUPPORT SERVICES			
300 PURCHASED SERVICES			
390 Added Cost to Employer			
Subtotal	\$ _____	\$ _____	\$ _____
TOTAL DIRECT COSTS	\$ _____	\$ _____	\$ _____

- B** Initial Budget (11) Amendment (No. _____)
 Revised Initial Budget Multidistrict Application

ILLINOIS STATE BOARD OF EDUCATION
 Career Development and Preparation E-240
 100 North First Street
 Springfield, Illinois 62777

ISBE USE ONLY

PROJECT NUMBER		LEA SUBMISSION DATE
FISCAL YEAR 05	SOURCE OF FUNDS CODE 322500	
REGION, COUNTY, DISTRICT, TYPE CODE		
DISTRICT NAME AND NUMBER		
CONTACT PERSON		
TELEPHONE NUMBER		FAX NUMBER

ISBE APPROVAL DATE
CURRENT FUNDS
BEGIN
END

WORK EXPERIENCE AND CAREER EXPLORATION PROGRAM
Budget Summary and Payment Schedule

LINE	FUNCT. NO. 1	EXPENDITURE ACCOUNT 2	SALARIES 3	EMPLOYEE BENEFITS 4	PURCHASED SERVICES 5	SUPPLIES & MATERIALS 6	CAPITAL OUTLAY 7	TOTAL 11	PAYMENT SCHEDULE
			(Obj. 100's)	(Obj. 200's)	(Obj. 300's)	(Obj. 400's)	(Obj. 500's)		
1	1000	Instruction							1 July-August (81)
24	2900	Other Support Service (Added Cost to Employer)							
30	TOTAL BUDGET								3 October (83)
									4 November (84)
									5 December (85)
									6 January (86)
									7 February (87)
									8 March (88)
									9 April (89)
									10 May (90)
									11 June (91)
									12 July-August (92)
									TOTAL
									\$

Work Plan Outline

OBJECTIVES	ACTIVITIES	EVALUATION MEASURES FOR EACH ACTIVITY	STAFF RESPONSIBLE	DUE DATE

ILLINOIS STATE BOARD OF EDUCATION

CERTIFICATION AND ASSURANCES FOR APPLICATION AND AWARD*(Insert Applicant's Name Here)*

the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. Applicant is a(n): *(Check one)*
 Individual Corporation Partnership Unincorporated association Government entity
2. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.
3. The activities and services for which assistance is sought under this program will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the contract. No subcontractors will be used except as stated in the application.
4. In planning the program proposed in the application, there has been, and in establishing and carrying out the program, there will be (to the extent applicable to the program), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
5. All funds provided shall be used for the purposes stated in the approved proposal.
6. The applicant understands that payment for approved services and expenses will be made on a reimbursement-of-claims basis, and that payment will be made in accordance with applicable statutes, regulations and standards after an application for payment is submitted to the State Board of Education.
7. The applicant will maintain records on program and fiscal activities related to each award for a period of three (3) years following the end of each award period for either a state-funded or federally funded program. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. The State Board of Education shall have the right to inspect the applicant's records for auditing and monitoring purposes. If there are outstanding audit exceptions, records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.
8. All rights, including copyright, to data, information and/or other materials developed pursuant to an award are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the applicant through work pursuant to the award shall be made available to the State Board of Education upon request.
9. The applicant will obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (105 ILCS 5/1-1 et seq.), Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C.A. 12101 et seq.).
10. The applicant is not barred from entering into this contract by Section 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
11. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.

Name of Applicant

By:

Date

Signature of Authorized Official

Title

ILLINOIS STATE BOARD OF EDUCATION

DRUG-FREE WORKPLACE CERTIFICATION

This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute this certification on behalf of the designated organization.

Name of Contractor

Printed Name and Title of Contractor's Authorized Representative

Date

Signature of Authorized Representative

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