

Greetings 14c Employers,

The 2023-2024 Wisconsin Workforce Innovation and Opportunity Act (WIOA) interview cycle (FY24) is beginning very soon. Interview content will continue to cover the required components to encourage employee growth, learning, and awareness of resources and opportunities.

The Employee List Confirmation Tool request will be sent via email. **Completed employee lists are due by August 11.** Please watch your email for this important process.

Interview Method

Remote interviews will remain the standard method used to conduct interviews this fiscal year.

- Video-based interviews while 14c employees are at the 14c employer location are the preferred remote method.
- Phone exceptions may be discussed with your assigned interviewer.

Interview Timing

- Timeframes for scheduling interviews will adhere to interview windows. The Department of Labor (DOL) Wages and Hour Division released more guidance that can be found [here](#).
- As a reminder, the interview windows are determined by the criteria below:
 - DOL guidance (<https://www.dol.gov/whd/regs/compliance/whdfs39h.pdf>) clarified that Section 511 requires that all employees employed at a 14c **prior to July 22, 2016** should have received both career counseling opportunities within one year of the effective date, i.e., by July 22, 2017, and annually thereafter, for the duration of 14c employment. The deadline for these employees to receive the required services remains July 22 of each year regardless of the actual date the career counseling is provided. **This is referred to as the pre-WIOA interview window.**
 - Employees employed at a 14c who were hired **on or after July 22, 2016** must receive both career counseling opportunities once every six months for the first year of subminimum wage employment, and annually thereafter, for the duration of 14c employment. The deadline for these employees to receive services is based on the anniversary of the date of their employment at the 14c. **This is referred to as the post-WIOA interview window.**
- *Your assigned interviewer will contact you after you complete your Employee List Confirmation to begin scheduling interviews for the upcoming interview cycle.*

Questions can be directed to wiwioacp@uww.edu and/or your assigned interviewer.

Thank you for your continued partnership!

WI WIOA Career Interview Team, UW-Whitewater