

# NOTICE

**TO: All Workshop Managers**  
**FROM: Dan Gier, Director, DESE-EESW**  
**DATE: February 2, 2017**  
**RE: Employee transfers under 25**

In recent weeks we have seen a considerable number of employee transfers between Sheltered Workshops. Many of these employees have not reached their 25<sup>th</sup> birthday and fall under the WIOA guidelines.

The WIOA rules and regulations require that the “employee” that has not reached their 25<sup>th</sup> birthday and employed after July 22, 2016 have a letter from Missouri Vocational Rehabilitation (MoVR) stating they are eligible for Extended Employment and to receive a Sub-minimum wages under a DOL 14 c Certificate, otherwise known as a MoVR CEE statement. This includes any transfers; WIOA views each Workshop as an individual employer. These same rules and regulations require that the **employer** be in possession of a copy of the MoVR CEE statement on or before the date of hire or transfer in their employee file.

There are substantial penalties for not applying these rules up to and including loss of the 14 C certificate and back wage liability due to the employment of an individual under 25 without the proper MoVR CEE letter.

You are strongly encouraged to review all recent hires including transfers and your employee files to assure compliance. DESE has, and will continue, to provide you with assistance in these operative and “proper agent of the state” matters.