

12.C REGION 2 WORKFORCE INVESTMENT BOARD POLICY

Subject: **YOUTH INCENTIVE/STIPENDS/SUPPORTIVE SERVICES**

EFFECTIVE DATE: 12-1-16

I. REFERENCE (S)WIOA 681

II. PURPOSE:

To provide guidance for granting stipends and incentive awards to youth enrolled into the Title I WIOA Youth,

III. BACKGROUND:

The WIOA Youth funds can be used to provide incentives for recognition and achievement to eligible youth.

IV. ACTION:

Incentives and stipends are allowable to youth enrolled into the WIOA Title I Youth Program. They are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. Incentive and stipend awards are not entitlement. All incentive awards and stipends will be subject to the availability of WIOA Youth funds. It is the discretion of the Region 2 Workforce Investment Board to decide on a case by case basis, the use and extent of use of stipends and incentives and may be subject to need of the participant and the availability of funds for stipends and incentives

A. Stipend

Definition Stipend: A Stipend is a fixed regular small payment made to a WIOA Youth participant during his/her enrollment to encourage the WIOA youth to participate in certain activities (seat/participation time payments). The stipend can be used for activities such as classroom instruction. Stipends may not exceed the Federal or West Virginia minimum wage, whichever is higher. Stipends must be paid based on actual hours of attendance. Attendance in the activity must be documented as the basis of stipend payments.

Stipends may be paid to participants for their successful participation in and completion of education or training services (except such allowances may not be provided to participants in OJT). Justification of need must be documented in Individual Service Strategy (ISS).

Stipends may be awarded for the following activities:

- Attendance at GED – If Basic Skill Deficient or Lacking Diploma
- Attendance at alternative school – If enrolled in vocational Training Program
- Attendance at Work Readiness Skills class Club for Out-of-School Youth (OSY)
- Participation in community service projects, service learning projects, job shadowing.

Payment must be based on actual time of participation in the activity as documented on the attendance or sheet. The attendance sheet must be signed by the participant and the instructor before reimbursement can be made and maintained in the customer's file. Stipends may not be awarded for on-line or virtual classroom participation. Attendance must be at 90% or above based on grading period (normally 6wks/9wks) and reflected on report card with 2.7 Grade Point Average or above in all subjects. GED attendance must be at a Region 2 approved site and monthly timesheets must be submitted, signed by instructor.

B. Incentive

Definition Incentive: An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes as defined in the individual's ISS. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the individual Service Strategy. Such achievements must be documented in the participant's file as the basis for an incentive payment and cannot exceed \$100 for an Incentive Category in Program Year (4/1 - 3/30).

Incentives are considered awards to WIA youth for their achievement and participation in WIA Activities. The list of incentives may be awarded to WIA youth participants for full completion and achievement in a WIA activity. Incentive payments must be by Gift Card or Check. Gift Card may not be used for purchase of Tobacco or Alcohol products. The Incentive cannot duplicate another Incentive Award such as DHHR \$500 payment for GED.

Incentives may be awarded for the following goal accomplishments or activities:

- Attainment of GED
- Attainment of Post-Secondary Certificate
- Completion of TABE Test (can apply to pre-or post-testing)
- Completion of TABE test and achieving the required level at first pre-testing
- Completion of Post TABE test and increasing score by one EFL on at least one area
- Completion of Post TABE test and increasing scores on a least one area.
- Job

Attainment of Secondary School Diploma or GED

Attainment of a secondary school diploma or its equivalent will include a high school diploma or GED. To qualify for this incentive, students must not possess their high

school diploma or its equivalent at the time of WIOA registration and job incentive cannot be paid if employed more than 32 hours a week at time of registration.

Attainment of Post-Secondary Certificate

Attainment of a post-secondary certificate will include a degree, diploma, vocational certificate, or license. To qualify for this incentive, students must not possess their post-secondary certificate at the time of WIOA registration.

Documentation

Stipends and incentives may be awarded providing that the provision of an incentive or stipend is included in the participant's Individual Service Strategy. At a minimum, the following documentation must be maintained in the youth's file and/or MACC.

- The Individual Service Strategy (ISS) must specify the goal that must be met in order to qualify for the incentive.
- The Individual Service Strategy must document the need for stipend and specify services that are planned in order for the youth to receive a stipend.
- Justification for payment of stipends.
- Timesheets or attendance sheets for payment of stipends.
- To qualify for incentive, a copy of the required documentation (as outlined on Attachment I – WIA Youth Incentive Certificate) verifying completion should be retained in file.
- To qualify for a TABE incentive, test scores must be entered into MACC
- WIOA Youth Incentive certificate should be included in the file.

C. SUPPORTIVE SERVICES

Services that will enable an individual to participate in WIOA activities:

Services include but are not limited to the following:

1. Linkages to community services
2. Assistance with transportation
3. Assistance with child care and dependent care
4. Assistance with housing
5. Assistance with Educational testing
6. Reasonable accommodations for youth with disabilities
7. Legal Aid Services
8. Referrals to health care
9. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education training
10. Assistance with uniforms, or other appropriate work attire and work related tools, including such items as eyeglasses and protective eye gear.
11. Payments and fees for employment and training related applications, tests, and certifications

Region 2 Workforce Investment Board

WIOA YOUTH INCENTIVE CERTIFICATE

Participant Name: _____

Address: _____

City, State, Zip: _____

	Incentive	Required Documentation
	Attainment of GED	<ul style="list-style-type: none"> ✓ Allowable documentation include: transcripts, certificates, diploma, letter from school system. ✓ Documents must be placed in file before payment can be made. ✓ Documentation must include attainment date.
	Attainment of High School Diploma	<ul style="list-style-type: none"> ✓ Allowable documentation include: transcripts, certificates, diploma, letter from school system. ✓ Documents must be placed in file before payment can be made. ✓ Documentation must include attainment date.
	Attainment of Post-Secondary	<ul style="list-style-type: none"> ✓ Allowable documentation include: transcripts certificates, diploma, valid license, letter from training agency.
	Completion of Workplace Readiness Program	<ul style="list-style-type: none"> ✓ Allowable documentation include: Attendance sheets, certificate of completion. ✓ Documentation must be placed in file before payment can be made. ✓ Documentation must include attainment date.
	Completion of TABE test – Applies to Out-of-School youth who are included in performance standards if other TABE testing incentives do not apply)	<ul style="list-style-type: none"> ✓ Youth must be Out-Of-School youth ✓ Must have scored an 8.9 or below in reading, language or math full battery TABE pre-test. ✓ Allowable documentation: TABE test, TABE on-line testing score sheet, TABE score sheet; verification of scores in written form from GED/ABE instructor. ✓ Documentation must be maintained in file before payment can be made.

	Completion of TABE test and achieving the required level at first pre-testing	<ul style="list-style-type: none"> ✓ Youth must be Out-Of-School youth ✓ Allowable documentation: TABE test, TABE on-line testing score sheet, TABE score sheet; verification of scores in written form from GED/ABE. ✓ Documentation must be maintained in file before payment can be made. ✓ Must have scored above 8.9 in all areas.
	Completion of Post TABE test and increasing score by one EFL on at least one area to meet performance	<ul style="list-style-type: none"> ✓ You must be Out-of-school youth ✓ Must complete all posts tests in which deficiency is being measured. ✓ Must have scored an 8.9 or below in reading, language, or math full battery TABE pre-test. ✓ Allowable documentation include: TABE test, TABE on-line testing score sheet, TABE score sheet, verification of scores in written form from GED/ABE ✓ Documentation must be maintained in file before payment can be made.
	Completion of Post TABE test and increasing scores on at least one area.	<ul style="list-style-type: none"> ✓ You must be Out-of-State youth ✓ Must complete all posts tests in which deficiency is being measured. ✓ Must have scored an 8.9 or below in reading, language, or math full battery TABE pre-test. ✓ Allowable documentation include: TABE test, TABE on-line testing score sheet, TABE score sheet, verification of scores in written form from GED/ABE ✓ Documentation must be maintained in file before payment can be made.
		✓
	Attendance at West Virginia Workforce Youth Council Meeting	<ul style="list-style-type: none"> ✓ Youth must be an active or past participant of the WIA Youth Program. ✓ Documentation of attendance (copy of sign-in sheet)

I certify that the above goal (s) were met and I am eligible to receive this incentive.

Participant Signature

Date

WIA Career Consultant

Date