

## # 12.C REGION 2 WORKFORCE INVESTMENT BOARD POLICY

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

AMENDED 7/19/2019 by approval of Board

#### 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 payment made to a WIOA Youth participant during his/her enrollment to encourage the WIOA youth to participate in certain activities. To be eligible for a stipend youth must be enrolled and participating in work experience and have passed all sections of the pre-equivalency. Stipends may not exceed \$5.00 an hour up to 20 hours week for period of 12 weeks or have exhausted 1,000 hours of work experience. Stipends must be paid based on actual hours of attendance as shown on time sheet signed by instructor and participant.

Stipends may be awarded for the following activities: If enrolled and participating in Work Experience of no more than 500 hours with one employer and total of 1,000 hours in a one year.

- Attendance at GED - If Basic Skill Deficient or Lacking Diploma

Stipends may not be awarded for on-line or virtual classroom participation. Attendance must be at a Region 2 approved site and monthly timesheets must be submitted, signed by instructor and participant.

## **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 July1-June 30.

Incentives are considered awards to WIOA youth for their achievement and participation in WIOA Activities. The list of incentives may be awarded to WIOA youth participants for full completion and achievement in a WIOA activity. Incentive payments must be by Check. The Incentive cannot duplicate another Incentive Award such as DHHR or other governmental agency.

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

- Attainment of Equivalency
- 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-Defined as employee and employer relationship

### **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 quality 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 – WIOA 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-Must be included in ISS agreement**

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	<p>Allowable documentation include: transcripts, certificates, diploma, or letter from school system. Documents must be placed in file before payment can be made.</p> <p>Documentation must include attainment date.</p>
Attainment of High School Diploma	<p>Allowable documentation include: transcripts, certificates, diploma, and letter from school system. Documents must be placed in file before payment can be made.</p> <p>Documentation must include attainment date.</p>
Attainment of Post-Secondary	<p>Allowable documentation include: transcripts certificates, diploma, valid license, letter from training agency.</p>
Completion of Workplace Readiness Program	<p>Allowable documentation include: Attendance sheets, certificate of completion.</p> <p>Documentation must be placed in file before payment can be made.</p> <p>Documentation must include attainment date.</p>
<p>Completion of TABE test – Applies to Out-of-School youth who are included in performance standards if other TABE testing incentives do not apply)</p>	<p>Youth must be Out-Of-School youth</p> <p>Must have scored an 8.9 or below in language reading, or math full battery TABE pre-test.</p> <p>Allowable documentation: TABE test, TABE on-line testing score sheet, TABE score sheet; verification of scores in written form from GED/ABE instructor.</p> <p>Documentation must be maintained in file before payment can be made.</p>

<p>Completion of TABE test and achieving the required level at first pre-testing</p>	<p>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.</p>
<p>Completion of Post TABE test and increasing score by one EFL on at least one area to meet performance</p>	<p>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.</p>
<p>Completion of Post TABE test and increasing scores on at least one area.</p>	<p>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.</p>
<p>Attendance at West Virginia Workforce Youth Council Meeting</p>	<p>Youth must be an active or past participant of the WIOA Youth Program.  Documentation of attendance (copy of sign-in sheet)</p>

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

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIOA R2 Youth Case Manager

\_\_\_\_\_  
Date

Must be maintained in file and completed and dated before date of check- noted in MACC