

Youth Incentive/Stipends Policy

Effective Date: June 17, 2021

References: Workforce West Virginia Guidance Notice No. 01-13 and Workforce Innovation and Opportunity Act of 2014 (WIOA), 20 CFR, Section 681.650, and TEGL 10-16, Change 1.

Purpose: To provide guidance for granting stipends and incentive awards to youth enrolled into Title 1 WIOA programs on or after July 1, 2015.

Background: WIOA Youth funds can be used to provide incentives for recognition and achievement directly tied to training activities and work experiences.

Policy: The Region VII WDB has determined that incentives and stipends are allowable uses of Region VII WIOA Youth funds under the guidelines outlined below, and are subjected to the availability of WIOA Youth funds. Incentive and stipend awards are not entitlement and are subject to the determination of need of the youth participant.

Action:

Stipends

Definition: 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). 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 the Individual Service Strategy (ISS).

Stipends may be awarded for the following activities:

- Virtual training with seat time tracking capabilities
- Clinical work experience associated with classroom training which is based at a physical location
- Attendance at AE classes (working towards obtaining high school equivalency certificate)
- Attendance at secondary school
- Attendance at alternative school
- Attendance at AE classes for the purpose of basic skills enhancement (individual must be basic skills deficient)
- Participation in community service projects, service-learning projects, job shadowing.
- Attendance at Resume writing (\$100.00 per day) and/or financial literacy workshops (\$75.00)

Payment must be based on actual time of participation in the activity as documented on the attendance or time sheet. The attendance sheet must be signed by the participant and the instructor before reimbursement can be made and maintained in the customer's files. Stipends may not be awarded for self-paced, on-line training participation.

Incentives

Definition: An incentive is a payment to a WIOA Youth participant as an award of the successful participation and/or achievement of expected outcomes as defined in the individual ISS. The incentive must be linked to an achievement and must be tied to training and education, and/or an occupational skills attainment goal as identified in the ISS. Such achievements must be documented in the participant's file as the basis for an incentive payment.

Incentives may be awarded for the follow:

- Attainment of high school equivalency certificate receive (\$250.00)
- Attainment of high school diploma receive (\$250.00)
- Secondary or post-secondary transcript for sufficient number of credit hours (Secondary-Transcript or report card for 1 semester / Post-secondary-at least 12 hours per semester or, for part-time students, a total of at least 12 hours over 2 completed semesters during a 12-month period) receive (\$100.00)
- Increase of at least on educational functioning level, if receiving instruction below post-secondary educational level (TEGL 10-16, Change 1)

*Attainment of High School Diploma or high school equivalency certificate (TASC)

To qualify for this incentive, students must not possess their high school diploma or its equivalent at the time of registration.

**Attainment of Post-Secondary Certificate

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

Documentation

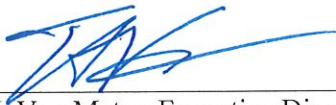
Stipends and incentives may be awarded providing that the provision of an incentive or stipend is included in the participant's ISS. At a minimum, the following documentation must be maintained in the youth's file and/or MACC:

- The individual Service Strategy (ISS) must specify the goal that must be met in order to qualify for the incentive.
- The ISS must document the need for the stipend and specify services that are planned in order for the youth to receive a stipend.
- Justification for payment of stipends
- Time sheets or attendance sheets for payment of stipends
- To qualify for an incentive, a copy of the required documentation verifies completion should be retained in the file

Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

Expiration Date: Effective until rescinded or modified in writing by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director



Date



Layne Diehl, Chairperson Region VII WDB



Date