

To: All Program Operators
From: Mark Fuqua, Executive Director
Subject: WIA Youth Stipend and Incentive Policy

Purpose: To provide policy for granting stipends and incentive awards to youth enrolled into the Title I WIA Youth and American Recovery and Reinvestment Act (ARRA) Summer Youth Employment (SYEP) program.

Background: The Workforce Investment Act of 1998, Section 129(a)(5), states WIA youth funds can be used to provide incentives for recognition and achievement to eligible youth. Under the American Recovery and Reinvestment Act (ARRA), in TEGL 14-08, Section 16 a. states any youth activities under WIA are allowable activities for the Recovery Act funds.

Substance: Incentives and stipends are allowable to youth enrolled into the WIA Title I Youth program and ARRA SYEP program. They are intended to be used to encourage and motivate WIA youth to reach specific goals and obtain positive outcomes. Incentive and stipend awards are not an entitlement. All incentive awards and stipends will be subject to the availability of WIA Youth and ARRA SYEP funds.

A. Stipend:

Definition Stipend: A Stipend is a fixed regular small payment made to a WIA Youth participant during his/her enrollment to encourage the WIA 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 Missouri minimum wage, whichever is higher. Stipends may be paid based on actual hours of attendance. Attendance in the activity must be documented as the basis of stipend payments.

Stipend amount is set at \$6.50/hour of attendance (seat time) or participation.

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.

Stipends may be awarded for the following activities:

- Attendance at GED
- Attendance at secondary school
- Attendance at alternative school
- Attendance at GED for the purpose of basic skills enhancement (individual must be basic skills deficient)
- Attendance at Work Readiness Skills class
- 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 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 file. Stipends may not be awarded for on-line or virtual classroom participation.

B. Incentive

Definition Incentive: An incentive is a payment to a WIA Youth registrant for the successful participation and achievement of expected outcomes as defined in the individuals 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 participants file as the basis for an incentive payment.

Incentives are considered awards to WIA youth for their achievement and participation in WIA activities. This list of cash incentives may be awarded to WIA Youth participants for full completion and achievement in a WIA activity. Incentive payments may be awarded as cash incentives only.

Incentive payments may be awarded for the following goal accomplishments or activities:

- | | |
|---|----------|
| • Attainment of GED | \$100.00 |
| • Attainment of High School Diploma | \$25.00 |
| • Completion of Workplace readiness classes, resulting in measurable gain | \$50.00 |
| • Completion of TABE post test (if tested deficient on pretest) | \$50.00 |

Attainment of Secondary School Diploma

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 WIA registration.

Literacy and Numeracy Performance measure

Out-of-school youth identified as basic skills deficient must be post-tested at least once by the end of the first year following the individuals date of their first WIA youth program service. Youth who successfully complete all TABE retesting requirements within 12 months from the date of the first youth service can receive a \$50.00 incentive for completing the TABE retest. A maximum payment of \$50.00 will be made for retesting annually as long as the individual is included in the measure. These participants must be included in the measure for the first year of participation. They are not included again in the measure until they have completed a second full year in the program. Post testing should occur only in those areas in which the youth tested deficient. Documentation indicating the pre and post test results must be entered into the Toolbox system.

Workplace Readiness Class

To qualify for workplace readiness incentives, the following items must be met. Youth must attend a minimum of 15 hours of workplace readiness classes. During this process, youth must also

participate in at least one mock interview. A pre- and post-test should be administered and will serve as documentation to measure gains. Incentives will be paid to customers who attend workplace readiness classes, complete pre- and post-tests, and show a measureable gain on post-test administered. It is encouraged that all youth create a portfolio consisting of a cover letter, resume, sample application, and follow-up letter.

C. 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 Toolbox:

- The Individual Service Strategy (ISS) must specify the goal that must be met in order to qualify for the incentive and/or
- 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 or allowances and a description of the type of payment method and amount if applicable must be maintained in the file
- Time sheets or attendance sheets for payments of stipends
- To qualify for a high school or GED incentive, a copy of their high school diploma, GED or official transcripts verifying completion of a diploma or GED that includes required information for data validation should be retained in file
- To qualify for a TABE incentive, test scores must be entered into Toolbox
- Youth Incentive/Stipend certificate is included in the file
- To qualify for workplace readiness incentive:
 - Pre- and post-test measuring workplace readiness skills retained in file
 - Have knowledge of job search techniques, such as cover letter, resume, sample application. Documentation can be placed in a case note
 - Case note that mock interview was conducted

Action: This guidance is effective immediately.

Contact: If you have any questions, please contact Mark Fuqua or Linda Studer at (660) 327-5125.

Mark Fuqua, Executive Director

**NEMO Workforce Investment Act Board, Inc.
WIA Youth INCENTIVE CERTIFICATE**

Participant Name: _____

Address: _____

City, State, Zip _____

| ✓ | Incentive | Required Documentation | Amount |
|---|---|--|----------|
| | Attainment of GED | <input checked="" type="checkbox"/> Allowable documentation include: Transcripts, certificates, diploma, letter from school system. <input checked="" type="checkbox"/> Documentation must be placed in file before payment can be made. <input checked="" type="checkbox"/> Documentation must include attainment date. | \$100.00 |
| | Attainment of High School Diploma | <input checked="" type="checkbox"/> Allowable documentation include: Transcripts, certificates, diploma, letter from school system. <input checked="" type="checkbox"/> Documentation must be placed in file before payment can be made. <input checked="" type="checkbox"/> Documentation must include attainment date. | \$25.00 |
| | Completion of Workplace Readiness Program | <input checked="" type="checkbox"/> Allowable documentation include: Attendance sheets, certificate of completion. <input checked="" type="checkbox"/> Documentation must be placed in file before payment can be made. <input checked="" type="checkbox"/> Documentation must include attainment date. | \$50.00 |
| | Completion of TABE Post test – Applies to Out-of-School youth who are included in the Literacy & Numeracy Performance measure | <input checked="" type="checkbox"/> Must complete all post tests in which a deficiency is being measured. <input checked="" type="checkbox"/> Youth must be Out-of-School youth as defined in TEGL 17-05. <input checked="" type="checkbox"/> Must have scored an 8.9 or below in reading, language or math full battery TABE pre-test. <input checked="" type="checkbox"/> Must have completed all required TABE full battery TABE testing measuring post scores in the areas in which they previously scored deficient <input checked="" type="checkbox"/> Documentation must be maintained in file before payment can be made | \$50.00 |

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

Participant Signature

Date

WIA Career Consultant

Date

WIA Director Approval

Date