

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	WIOA Youth Incentive/Stipends
	Date September 23, 2020

Region VI Guidance Letter No. 21-16, R-3

To: All WorkForce West Virginia Center Supervisors
All WIOA Career Planner Staff
All Region VI Youth Service Providers

From: Region VI Workforce Development Board, Inc.

Subject: Youth Incentive/Stipends

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.
2. REFERENCE: 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.
3. BACKGROUND: WIOA youth funds can be used to provide incentives for recognition and achievement directly tied to training activities and work experiences.
4. POLICY: The Region VI WDB has determined that incentives and stipends are allowable uses of Region VI WIOA youth funds under the guidelines outlined below, and are subject 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.

5. 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). 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 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 ABE classes (working towards obtaining high school equivalency certificate)
- Attendance at secondary school
- Attendance at alternative school
- Attendance at ABE classes for the purpose of basic skills enhancement (individual must be basic skills deficient)
- 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 self-paced, on-line training participation.

Incentives

Definition: An incentive is a payment to a WIA/WIOA youth participant as an award for 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 following:

- Attainment of high school equivalency certificate *
- Attainment of high school diploma **
- 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)
- Increase of at least one educational functioning level, if receiving instruction below post-secondary educational level (TEGL10-16, Change 1)
- Satisfactory progress report toward an established milestone from an employer or training provider
- Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks

***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 verifying completion should be retained in the file.

The Region VI WorkForce West Virginia System will be made aware of this policy. Each WDB and LEO Board Member will be given a copy of this policy.

3. EXPIRATION DATE: This policy will become effective September 23, 2020, and shall be in effect until revised or cancelled by the Region VI WDB.

Region VI Out of School YOUTH INCENTIVE CERTIFICATE

Participant Name: _____ MACC ID# _____

Address: _____

City, State, Zip: _____

✓	Type of Incentive	Required Documentation
	Attainment of High School Equivalency certificate (TASC)	<ul style="list-style-type: none"> ✓ Allowable documentation includes: transcripts, certificates, diploma, letter from school system. ✓ Documentation 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 includes: transcripts, certificates, diploma, letter from school system. ✓ Documentation must be placed in file before payment can be made. ✓ Documentation must include attainment date.
	Attainment of Post-Secondary Certificate	<ul style="list-style-type: none"> ✓ Allowable documentation includes: transcripts, certificates, diploma, valid license, letter from training agency
	Increase of at least one educational functioning level, if receiving instruction below post-secondary educational level	<ul style="list-style-type: none"> ✓ Pre and Post Tests Measuring EFL Gain ✓ Adult High School Transcript Showing EFL Gain through the Awarding of Credits or Carnegie Units ✓ Postsecondary Education or Training Enrollment Determined through Data Match, survey Documentation, or Program Notes
	Satisfactory progress report toward an established milestone from an employer or training provider	<ul style="list-style-type: none"> ✓ Progress Report ✓ Results of Knowledge-based Exam or Certificate of Completion ✓ Documentation Demonstrating Progress in Attaining Technical or Occupational Skills through and Exam or Benchmark Attainment ✓ Documentation from Training Provider or Employer ✓ Copy of Credential that is Required for a Particular Occupation and Only is Earned after Passage of an Exam
	Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks	<ul style="list-style-type: none"> ✓ Documentation of a Skill Gained through OJT or Registered Apprenticeship ✓ Contract and/or Evaluation from Employer or Training Provider Documenting a Skill Gain ✓ Progress Report from Employer Documenting a Skill Gain

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

Participant Printed Name _____ Signature _____ Date _____

Youth Contractor Staff Printed Name _____ Signature _____ Date _____