



Region 1 WorkForce Development Board Policy Letter #26

Subject: Youth Incentives/Stipends

Effective Date: February 17, 2021

Purpose: The Region 1 WorkForce Development Board Youth Incentive and Stipends Policy will ensure that allowable and necessary incentives and/or stipends will be given to Career Connections participants to help encourage achievement of goals/milestones outlined as part of their Individual Service Strategy (ISS/Plan of Action (POA)).

References: 81 FR 56186, 20 CFR 681.640., 2 CFR part 200, TEGL 21-16, TEGL 21-19, WorkForce WV Guidance Notice #01-13

Background: WIOA allows for incentive and stipend payments to participants in the WIOA Youth Program. These incentives and stipends are a way to encourage participant involvement and to reward individuals for achievement of the goals in their Plan of Action (POA)/Individual Service Strategy (ISS) related to employment and education. All incentives and stipends payments are dependent on the availability of funds.

Policy: The Region 1 WorkForce Development Board has determined that incentives and stipend are allowable uses of Region 1 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.

Action: Definitions

INCENTIVE: A payment to a 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 (TEGL 10-16, 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.

STIPEND: A fixed regular small payment made to a WIOA youth participant for seat time in specified classroom activities. 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. 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 a 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.

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.

Expiration Date: The policy shall remain in effect until revised or canceled by the Region 1 WorkForce Development Board.

Approved:	1.28.21	Executive Committee
	2.11.21	R1WDB Members
	2.17.21	LEO Members