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POLICY # 20

Title:	Youth Incentives and Stipends	
Program:	Workforce Innovation and Opportunity Act	
Effective:	July 1, 2023	
Revision #:	3	Original policy date: October 28, 2016

Purpose: The Workforce Development Board Mid-Ohio Valley (WDBMOV) Youth Incentives 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: 20 CFR 681.640., 2 CFR part 200, TEGL 21-16, WorkForce WV Guidance Notice 01-13

Background: Workforce Innovation and Opportunity Act (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 incentive and stipend payments are dependent on the availability of funds.

Definitions:

INCENTIVE: Incentives are paid directly to the individual participant for accomplishments tied to their POA/ISS. Payments will be administered equally for equal achievements and will be documented in MACC through a case note. Incentives are not to be “banked” and held by Career Specialists. Incentives are awarded in the form gift cards or a check made out to the individual participant. Incentives are related to the achievement of a milestone. Examples include work readiness activities, obtaining a credential, raising an NRS level or educational functional level on the TABE, obtaining a driver’s permit, employment during Follow-Up, etc.

STIPEND: A fixed regular small payment made to a WIOA youth participant for seat time in specified classroom activities. Stipends may be awarded for successful completion of life skills workshops, Cook-Off Event, etc. The stipend will be \$10.00 per hour. Stipends will be awarded in the form of gift cards, or a check made out to the individual participant. Each activity/accomplishment may qualify for a different amount and will depend on the annual budget for the program. A list of activities and payment amounts will be available through the Career Specialists and updated as needed.

Stipend activities may include but are not limited to:

- Life Skills Workshops
- Cook Off Events
- Wellness Event

Payment must be based on actual time of participation in the activity as documented on the Attendance Sheet. The attendance sheet must be signed by the participant and the instructor/Career Specialist then submitted for reimbursement. The original will be maintained in the participant's file. Stipends may not be awarded for on-line or virtual classroom participation.

Policy

Youth Incentives and Stipends- Payment may be made to a WIOA Youth participant for the successful achievement of expected outcomes as defined in the participants ISS/POA. The incentive must be linked to an achievement in work experience, training, or other activities described in the participants ISS/POA.

Incentive /Stipend Amounts and Approved Activities

Activities that qualify for incentive awards will be outlined in the Career Connections Standard Operating Procedure (SOP) for Incentives and Stipends, including the amount to be earned by activity. Procedures to track and report all youth incentive awards are in place for the Youth Program with details for tracking provided as part of the SOP. The stipend payment will be \$10 an hour.

Youth incentives cannot be used for recruitment and eligibility.

Equal Treatment

The Workforce Development Board Mid-Ohio Valley youth provider will make sure that incentive and stipend payments are administered in a manner which ensures all participants receive equal rewards for equal achievements/activities.

Documentation Requirements

Documentation requirements will be detailed in the Career Connections Incentives and Stipends SOP.

At a minimum:

Documentation for incentives will include:

- Forms showing that the incentives are tied to WIOA Youth work experience, training or a goal that is part of the youth's POA/ISS, which will also be signed and dated by the participant to note they received payment to be maintained in the participant's file.
- Documentation in MACC with clear note of how the incentive was earned and ties to work experience, training, or a goal on the participants POA/ISS.

Documentation requirements for stipends will include:

- Attendance sheets for each qualifying activity, maintained in the participant file.
- Proof of payment, signed by the participant.

Action: Youth staff and program participants in WDBMOV will be made aware of this policy and the SOP outlining the procedures for its implementation.

Expiration Date: This policy shall remain in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.

