



NEMO WDB Issuance 01-2015, Change 1 (02/07/2018)

Issued: March 15, 2016

Effective: March 15, 2016

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**Subject: WIOA Youth Stipend and Incentive Policy**

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**Purpose:** To provide policy for granting stipends and incentive awards to youth enrolled into the Title I WIOA Youth, State Parks Youth Corps (SPYC), and other youth summer employment programs.

**Background:** The Workforce Innovation and Opportunity Act, Section 129 (b) (2), states WIOA youth funds can be used for allowable statewide youth activities. This includes the provision to provide incentives for recognition and achievement to eligible youth.

**Substance:** Incentives and stipends are allowable to youth enrolled into the WIOA Title I Youth program, State Parks Youth Corps (SPYC) and other youth summer employment programs that operate under the umbrella of Title I WIOA Youth. They are intended to be used to encourage and motivate WIOA 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 WIOA Youth funds. It is the discretion of the operator to decide, on a case by case basis, the use and extent of use of stipends and incentives and may be subject to need of the participant and the availability of funds for stipends and incentives.

**A. Stipend**

Definition Stipend: 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). The stipend can be used for activities such as classroom instruction. Stipends may be paid based on actual hours of attendance. Online classroom attendance is allowable as long as participation/seat time can be verified. Attendance in the activity must be documented as the basis of stipend payments; online attendance must also be documented.

Stipend amount is set at \$8.00/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 High School Equivalency classes
- Attendance at secondary school
- Attendance at alternative school

- Attendance at High School Equivalency for the purpose of basic skills enhancement (individual must be basic skills deficient)
- Attendance at Work Readiness Skills class, Financial Literacy education, Entrepreneurial Skills training
- 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 or verified by the participant and the instructor before reimbursement can be made and maintained in the customer's file.

**B. Incentive**

Definition Incentive: An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes as defined in the individual's 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 participant's file as the basis for an incentive payment.

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

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

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| • Attainment of High School Equivalency   | \$50.00  |
| • Attainment of High School Diploma   | \$100.00 |
| • Attainment of Post-Secondary Certificate  | \$50.00  |
| • Completion of Workplace readiness classes, Financial Literacy Education, Entrepreneurial Skills training, resulting in measurable gain  | \$50.00  |
| • Completion of WorkKeys test   | \$50.00  |
| • Completion of WorkKeys test and attainment of NCRC – Bronze   | \$100.00 |
| • Completion of WorkKeys test and attainment of NCRC – Silver   | \$150.00 |
| • Completion of WorkKeys test and attainment of NCRC – Gold   | \$200.00 |
| • Completion of WorkKeys test and attainment of NCRC – Platinum   | \$250.00 |
| • Completion of TABE test (can apply to pre- or post-testing)   | \$50.00  |
| • Completion of Post TABE test and increasing score by one EFL on at least one area   | \$100.00 |
| • Completion of Post TABE test and increasing scores on at least one area   | \$50.00  |
| • Attendance at NEMO WDB Youth Council meeting  | \$25.00  |
| • Presentation at Workshop or Mentor (sharing their experience/advice, lessons learned with other youth newer to program)   | \$25.00  |
| • Achievement of A Honor Roll   | \$50.00  |
| • Achievement of Short Term Goal (as specified in ISS) (improvement of grades, credit recovery, progress toward Long Term Goals, maintain participation and contact as required to progress, etc) | \$25.00  |

**Attainment of Secondary School Diploma or High School Equivalency**

Attainment of a secondary school diploma or its equivalent will include a high school diploma or high school equivalency. To qualify for this incentive, students must not possess their high school diploma or its equivalent at the time of WIOA registration.

**Attainment of Post-Secondary Certificate**

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

**Workplace Readiness Class, Financial Literacy Education, Entrepreneurial Skills Training**

To qualify for this incentive, the following items must be met. Youth must attend a minimum of 4 hours of workplace readiness, financial literacy, or entrepreneurial training classes. A pre- and post-test should be administered and will serve as documentation to measure gains and should be placed in file. Incentives will be paid to customers who attend classes, complete pre- and post-tests, and show a measureable gain on post-test administered. All youth enrolled in workplace readiness classes should create a portfolio consisting of a cover letter, resume, sample application, and follow-up letter. It is also encouraged that youth participate in some form of a mock-interview.

**National Career Readiness Certificate and WorkKeys Test**

To qualify for this incentive, students must not possess NCRC at the time of WIOA registration. Youth who do not achieve a Bronze level or higher can qualify for Completion of WorkKeys testing incentive. Youth who re-take the WorkKeys test and achieve a Bronze level or higher can qualify for incentive based on level achieved.

**Literacy and Numeracy**

Youth can qualify for an incentive for completion of the TABE test. Youth who are assessed and found to NOT be basic skills deficient can qualify for a one-time incentive for completion of the TABE test. Youth who are assessed and found to be basic skills deficient can also qualify for incentive for completion of the TABE test. Additionally, basic skills deficient youth can qualify for post-testing incentives. 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 Case Management System.

**Achievement of Short Term Goal**

Youth can qualify for this incentive if short term goal is specified in ISS and youth successfully achieves goal within specified parameters as outlined in the ISS. Case managers can specify the short term goal and determine appropriate goals for each youth based on their needs and must align with progress toward long term goals. This incentive should not be used in conjunction with other incentives, unless two separate goals are identified that align with a common long-term goal.

**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 Case Management System.

- The Individual Service Strategy (ISS) must specify the goal that must be met in order to qualify for the incentive

- 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
- Time sheets or attendance sheets for payment of stipends
- To qualify for an incentive, a copy of the required documentation (as outlined on Attachment I – WIOA Youth Incentive Certificate) verifying completion should be retained in file
- To qualify for a TABE or WorkKeys incentive, test scores must be entered into State Case Management System.
- WIOA Youth Incentive certificate should be included in the file

Contact: If you have any questions, please contact Diane Simbro at (660) 327-5125.



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