



## Youth Incentive and Stipend Policy

**Approved Date:** October 19, 2020

**Effective Date:** July 1, 2020

**Amended Date:** August 15, 2022

### A. Introduction

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As WIOA youth programs are driven by performance outcomes, incentives encouraging successful completion are beneficial to youth, program providers and local areas. The Mississippi Valley Workforce Development Board Youth Incentive and Stipends Policy will ensure that allowable and necessary incentives and/or stipends will be given to WIOA youth participants to help encourage achievement of goals outlined as part of their Individual Service Strategy (ISS).

### B. Policy

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1. The criteria for incentive awards are tied to the youth performance outcomes as established by WIOA. Incentives may be awarded to participant based upon their progress and/or achievement of milestones in the program tied to work experience, education, or training outlined in their Individual Service Strategies (ISS).
2. A participant may receive more than one incentive for the achievement of multiple outcomes. Incentives will be awarded to participants through follow-up services. Due to availability of funds, incentive amounts may vary throughout a program year.
3. Incentive and Stipends must be:
  - a. Outlined in writing before the commencement of the program that may provide incentive payments
  - b. Align with the local program's organizational policies
  - c. Are in accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200 in regards to cost principles and audit requirements for federal awards.
4. The Mississippi Valley Workforce Development Board WIOA 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.

### C. Definitions:

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1. Incentive
  - a. An incentive is a payment to an enrolled youth participant for successful participation and achievement of expected outcomes as identified in the participant's Individual Service Strategy (ISS).
  - b. The incentive must be linked to attendance or achievement and must be related to training,

education, work readiness and or an occupational skills attainment activity that specifically addresses at least one of the fourteen (14) required youth program elements.

- c. Such achievements must be documented in the Iowa*WORKS* case management system and the participant’s Individual Service Strategy (ISS).

2. Stipend

- a. The stipend payment must be a lump sum based on attendance, for a specific time frame, and may not be based on an hourly rate to encourage participation.
- b. The stipend is used as a subsidy and is for activities such as classroom instruction.
- c. Stipends must be paid based on actual hours of attendance.
- d. Attendance in the activity must be documented as the basis of stipend payments.
- e. Payment must be based on actual time of participation in the activity as documented on the attendance sheet.
- f. The attendance sheet must be signed by the participant and the instructor/Case Manager and submitted for payment.
- g. The original will be maintained in the participant’s file.

**D. Allowable Incentives and Stipends**

Incentive	Amount
High School Diploma	\$1000
High School Equivalency	\$1000
High School Grades	\$100 A/80 B/60 C
Achievement of Basic Skills/Benchmark Goal	\$300
Completion of Workplace Readiness Curriculum	\$300
10 Future Economic Opportunity Credits	\$100
Completion of Work Based Learning	\$500
Monthly Perfect Attendance for Employment	\$250
Credential Attainment	\$750
Employed 2 <sup>nd</sup> Quarter After Exit	\$250
Employed 4 <sup>th</sup> Quarter After Exit	\$250
Employed for both 2 <sup>nd</sup> and 4 <sup>th</sup> Quarter After Exit	\$250
Stipend	Amount
9 Hours of High School Equivalency Classes	\$100 for 70 week max
*High School Full Week of Attendance	\$100 for 70 week max
Class Directly Related to the 14 Youth Services	\$50 max for max 6 per yr

**E. Description and Documentation Requirements**

1. In order to process the incentive, the required documentation will be placed in the participant's file, documented in the appropriate Iowa*WORKS* screen, and case noted in Iowa*WORKS* demonstrating the criteria to receive the incentive has been met.
2. A completed request form (with supporting documentation) will be submitted for approval to the WIOA Supervisor
3. High School Diploma Incentive Award
  - a. Participants, enrolled in education at the date of participation or at any point during the

- program, or within 365 days after exit are authorized to receive an incentive award for earning a high school diploma.
- b. The amount of the incentive can be seen in the Incentive and Stipend table in Section D.
  - c. In order to receive the incentive, documentation, in the form of a copy of the diploma or transcripts, will be submitted.
4. High School Equivalency Incentive Award
- a. Participants who earn their high school equivalency after the date of participation, or at any point during the program, or within 365 days after exit are authorized to receive an incentive award for successful completion of the program.
  - b. Participants will receive an incentive that can be seen in the Incentive and Stipend table in Section D after successful completion.
  - c. In order to receive the incentive, documentation in the form of a copy of the High School Equivalency transcript or comprehensive score report indicating scores will be submitted.
5. High School Grades Incentive Award
- a. Participants, enrolled in high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a grade of "C" or better, in each subject, at the end of each formal grading period.
  - b. High School Grade Incentives will not be paid for "C" or better grades at the end of any formal grading period in which the participant earned "F" or "Failing" grades for any High School class/course.
    - i. Participants will be eligible to receive certain amounts for certain grades as listed in the Incentive and Stipend table in Section D.
    - ii. In order to receive the incentive, documentation in the form of a formal grade card will be submitted.
    - iii. Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only.
  - c. Participants, enrolled in adult high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a passing grade in each subject, upon completion of course.
    - i. Participants will be eligible to receive certain amounts for certain grades as listed in the Incentive and Stipend table in Section D.
    - ii. In order to receive the incentive, documentation in the form of a formal grade card will be submitted.
  - d. This award shall be given no more than once per course.
6. Achievement of Basic Skills/Benchmark Goal Incentive Award
- a. In the youth program, goals are determined as part of the Individual Service Strategy (ISS).
  - b. The amount of the incentive is listed in the Incentive and Stipend table in Section D.
  - c. Benchmark goals are set to enable participants to receive incentives for accomplishing those benchmarks.
  - d. Goals must be attainable within one year of the date established; if one is accomplished another goal can be set.
  - e. Example goals include but are not limited to:
    - i. obtaining unsubsidized employment,
    - ii. completing semesters of post-secondary education,

- iii. completion of entrepreneurship courses, attaining a certificate that is not a credential (OSHA 30, etc.),
  - iv. basic skills improvement goals,
  - v. and any activity that links to the 14 elements and is appropriate for the individual participant.
7. Completion of a Workplace Readiness Curriculum Incentive Award
    - a. Participants who complete 6 hours of ILegacy will receive an incentive in the amount listed in the Incentive and Stipend table in Section D. ILegacy consists of 4 hours of training covering resume writing, interviewing skills, and financial literacy.
    - b. The participant will also have to complete 2 additional hours of relevant coursework.
    - c. To receive the incentive a score of 80% must be obtained on the final test.
  8. 10 Future Economic Opportunity (FEO) Credits Incentive Award
    - a. A full list of the FEOs can be found in Attachment A. A student must complete 10 activities listed to receive the incentive listed in the table. Maximum per participant is \$400.
  9. Completion of a Work Based Learning Incentive Award
    - a. Participants who successfully complete a Work Based Learning associated with an ISS identified goal during WIOA youth participation are authorized to receive an incentive award.
    - b. The amount of the incentive is listed in the Incentive and Stipend table in Section D.
    - c. In order to receive the incentive, documentation in the form of a participant evaluation form will be completed showing satisfactory progress or better on all training objectives and placed in the file.
    - d. Incentive is limited to one per participant.
  10. Monthly Perfect Attendance for Subsidized/Unsubsidized Employment Incentive Award
    - a. Participants who are in either subsidized or unsubsidized employment who have a perfect attendance record in any given month will receive amounts as listed in the Incentive and Stipend table in Section D.
    - b. Perfect attendance must be backed up by a signed or official communication from the employer.
    - c. Maximum per participant \$1500.
  11. Achievement of a Credential Incentive Award
    - a. Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for attainment of a credential as defined by WIOA.
    - b. The amount of the incentive is listed in the Incentive and Stipend table in Section D.
    - c. In order to receive the incentive, documentation in the form of a copy of the degree, certificate, or transcript will be submitted.
  12. Employed for Both 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit Incentive Award
    - a. As a performance measure, any participant who is successfully employed in the 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit will receive an incentive in the amount listed in the Incentive and Stipend table in Section D.
    - b. If verification is received from a participant for both 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit employment, and addition award will be dispersed as listed in the Incentive and Stipend table in Section D.

## **F. Stipends**

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1. Stipend payments may not be paid for more than 70 weeks total.
  - a. Minimum of 9 Hours of High School Equivalency Classes Stipend
    - i. A stipend listed in the Incentive and Stipend table in Section D will be awarded to students who attend a documented minimum of 9 hours of High School Equivalency classes in a week.
  - b. High School Full Week of Attendance Stipend
    - i. A stipend listed in the Incentive and Stipend table in Section D per week will be awarded to enrolled high school students with a documented full week of attendance as defined by school district policy.
  - c. Class Directly Related to the 14 Youth Services Stipend
    - i. A stipend listed in the Incentive and Stipend table in Section D per class for attending and successfully completing any class directly related to the 14 youth services will be paid to participants.
    - ii. Classes include but are not limited to: leadership development, entrepreneurial skills and financial literacy, up to a maximum of \$300.00 per program year.

*Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities*



**Attachment A: Future Economic Opportunity (FEO) Credits**

ACTIVITIES	CREDIT VALUE
<b>Academic Skills</b>	
Increase at least one grade level in math (Can earn credit only once a month) Non-Basic Skills Deficient only	5
Increase at least one grade level in reading (Can earn credit only once a month) Non-Basic Skills Deficient only	5
Increase typing skills by 10 wpm	2
Complete computer literacy class (Basic Computers, Word and Excel)	5
<b>Occupational</b>	
OSHA 10-hour certification	5
First Aid/ CPR training/certification	5
<b>Career and work readiness</b>	
Create a workable resume	2
Obtain 2 letters of recommendation (non-family)	1
Complete a scholarship application/letter (1 credit for each, up to 5)	1
Complete the FAFSA application (Work through worksheet first with case manager)	1
Attend a college tour	5
Create a workable cover letter	1
Complete LinkedIn Learning course for Entrepreneurship	1
Create LinkedIn profile	2
Participate in job shadowing (min 2 hours)	3
Complete 3 hours of LinkedIn Learning courses	3
Participate in mock interview with another case manager	1
Participate in employer mock interview (Above average Rating)	3
National Career Readiness Certification - at least a Silver	5
Attending a job fair/hiring event and get info for three employers/positions	2
Complete three job applications (verified)	2
Complete a master application and review with case manager	1
Attend a center workshop that does not qualify for a youth stipend	1
<b>Leadership</b>	
Attend City council meetings	1
Participate in community presentations	1
Attend a smoking cessation class (each time)	1
Serve on community committees (each time attend)	1

Attend MVWA Youth Committee Meetings	1
<b>Personal Growth</b>	
Open a savings account	2
Make monthly deposit into savings account (1 credit per month with minimum \$25 deposit - up to 6 months)	1
Do a budget for housing	2
Complete income tax return	2
Participate in parenting classes (each time)	1
Register to vote	1
Attend class on how to plan a trip (location, transportation, food, and activities)	2
Set up an appropriate email account	1
Create an appropriate voice mail message	1
Obtain a library card	1
Utilize library services monthly (each time)	1
Read a book and write a one-page report (each time)	1
Create appropriate social media page/make current page job appropriate	1
Participate in home visit/family support/human service visit (each time) up to 6	1
<b>Wellness/Leisure</b>	
Attend counseling/treatment classes (each time)	1
Complete a continuing education class/demonstrate skill	5
Attend workout class/session	1
Getting/establishing medical and dental providers	1