

## Incentive & Stipend Policy Draft – Subject to Change

### Stipends

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. The stipend can be used for activities such as classroom instruction and basic and essential skills training. 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. Stipends may be paid to participants in for their successful participation in education, career services, or training services (except such allowances may not be provided to participants in paid activities including, work experience, OJT, and internships). Justification of need must be documented on the Individual Service Strategy (ISS)

Stipend amount is set at \$10.00/hour of attendance or participation. Stipends may be awarded for participation in all Basic and Essential Skills Trainings, including required courses and electives, and other courses as defined and listed on the subrecipients approved stipend policy.

#### ***Basic and Essential Skills Training Stipend Limits***

**Tier 1:** Required courses have a minimum of 20 hours and a maximum of 30 hours. Electives have a maximum of 20 hours.

**Tier 2:** Required courses have a minimum of 8 hours and a maximum of 20 hours. Electives have a maximum of 20 hours

**Tier 3:** No minimum. Electives have a maximum of 15 hours.

### Incentives

An incentive is a payment to a WIOA Youth participant for the successful completion of expected outcomes in the participant's ISS, basic and essential skills training (BEST), and core program activities. 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 in the form of check, gift card, or other type of card.

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

- Attainment of High School Equivalency/Diploma \$100
- Attainment of Post-Secondary Certificate/Credential/Degree \$200
- Completion BEST Tier 1 \$100
- Completion of BEST Tier 2 \$125
- Completion of BEST Tier 3 \$150
- Completion of BEST Elective (Each Time) \$25
- Completion of Work Experience \$75
- Completion of Pre-Apprenticeship or On-the-Job Training Program \$75

- Completion of Occupational Training Program and Attainment \$200
- Documented Measurable Skills Gain \$25
- Retention in Placement (Employment, Training, Education) for Two Consecutive Quarters \$50
- Retention in Placement (Employment, Training, Education) for Four Consecutive Quarters \$150
- Achievement of ISS Goal (Each Time) \$25.00
- Other milestones defined and listed on the subrecipients approved incentive policy.

***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/GED. 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 an industry recognized certificate, credential, degree, vocational certificate, or license. To qualify for this incentive, students must not possess the qualifying post-secondary certificate at the time of WIOA registration.

***Basic and Essential Skills Training Certificates***

**Tier 1:** Youth must attend a minimum of 20 hours of required training to receive the certificate and incentive. Completion of elective courses is optional and will receive an incentive based on completion of the course as it relates to goals on the ISS.

**Tier 2:** Youth must attend a minimum of 8 hours of required training to receive the certificate and incentive. Completion of elective courses is optional and will receive an incentive based on completion of the course as it relates to goals on the ISS.

**Tier 3:** Completion of elective courses is optional and will receive an incentive based on completion of the course as it relates to goals on the ISS.

***Work Experience***

Completion of a work experience will qualify for the incentive when the following documentation:

- Completed tasks and hours documented on the Worksite Agreement and Training plan and verified by timesheets
- Completed progress reports for each time period submitted by the employer documented
- Employer evaluation by the participant and Business Services Representative documented
- Activity marked as successful completion in CalJOBS

***Completion of Occupational Training Program***

Youth completed a training program and attained an industry-recognized certificate, credential, degree or license. This includes ETPL approved programs, registered apprenticeship programs, and approved Youth Occupational Skills Trainings (YSEPL). This does not include completion of Pre-Apprenticeships or On-the Job Training.

***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. Career Navigators 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.

#### **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 eFile:

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

- The Individual Service Strategy must document the need for stipend and specify services that are planned 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/certificate verifying completion must be kept in CalJOBS
- Positive Measurable Skills Gain entered in CalJOBS