

STIPEND & INCENTIVE POLICY

Stipend and incentive policy and procedures, including documentation requirements, can be found in **SDWP Operations Manual, Chapter 4, Part 2 – Youth Program Activities**.

All stipends and incentives paid must be linked to an Individual Service Strategy (ISS) goal and a related service activity.

Stipends

Stipends will be paid **\$15.00/hour** on a bi-weekly basis for satisfactory attendance and participation in any combination of the following education, skills, or training activities:

Description	*Maximum Hours
High school diploma, GED, or equivalent	
Attendance at secondary school	Up to 30 hours
Attendance at High School Equivalency (HSET) classes	Up to 30 hours
Attendance at alternative school	Up to 30 hours
Attendance at adult education for basic skills enhancement if the participant is documented as basic skills deficient	Up to 30 hours
Occupational/technical skills training	
Attendance in a post-secondary occupational skills training tied to a specific occupation, leading to a industry-recognized credential	Up to 100 hours
Participation in job-shadowing or unpaid internship in an occupation designated on the Objective Assessment and/or ISS	Up to 30 hours
Participation in entrepreneurial skills training	Up to 40 hours
Pre-apprenticeship and apprenticeship skills/trades training	
Participation in classroom-based apprenticeship training	Up to 100 hours
Basic and Essential Skills Training (BEST)	
Attendance in Tier 1 essential skills trainings approved SDWP	Up to 30 combined
Attendance in Tier 2 essential skills trainings approved SDWP	hours

Basic and Essential Skills Training Stipends

Stipends may be awarded for participation in BEST, including required courses and electives. Hours are converted from units completed within BEST at a conversion rate of **1 unit = 1 hour** for the purpose of tracking attendance.

Tier 1: Required courses have a minimum of 15 units. Stipends can be paid for up to a maximum of 30 units, including electives.

Tier 2: Required courses have a minimum of 10 units. Stipends can be paid a maximum of 20 units, including electives.

Stipend Limitations

Stipends payments may not:

- Exceed 20 paid hours per week, *without written justification and approval by SDWP
- Exceed the duration of the related CalJOBS activity
- Exceed the maximum hours per activity as noted above, *without written justification and approval by SDWP

Subrecipients can request to exceed the caps (maximums) noted above, pending available budget compared to current enrollment numbers. Justification to exceed the cap must include information on the related service activity. Stipend payments that equal \$600 or more **per calendar year** are considered taxable income and the subrecipient must provide a 1099 tax form to the participant. No additional stipends can be provided.

Incentives

Incentive payments may be awarded in the form of check, gift card, for the following goal accomplishments or activities:

Description	Frequency	Amount
Attainment of Post-Secondary Certificate/Credential/Degree	One time	\$250
Completion of Occupational Training Program and Attainment of Industry-Recognized Certificate/Credential/License	One time	\$250
Retention in Placement for Four Consecutive Quarters with the same employer	One time	\$200
Retention in Placement for Four Consecutive Quarters	One time	\$150
Completion of BEST Tier 2	One time	\$150
Completion of Work Experience and hired by the same employer	One time	\$125
Completion of Pre-Apprenticeship or On-the-Job Training Program (includes placement)	One time	\$125
Completion of BEST Tier 1	One time	\$100
Attainment of High School Equivalency/Diploma	One time	\$100
Retention in Placement for Two Consecutive Quarters with the same employer	One time	\$100
Retention in Placement for Two Consecutive Quarters	One time	\$75
Completion of Intermediate Certification	Each time	\$75
Register and Begin 2-year or 4-year Higher Education	One time	\$75
Completion of Work Experience	One time	\$50
Successful Job Placement in Follow Up Quarter 1	One time	\$50
Completion of Basic Certification	Each time	\$50
Completion of Secondary or Post-Secondary Semester or Quarter	Each time	\$50
Documented Measurable Skills Gain	One time per PY	\$50
Achievement of a Short-Term ISS Goal	Each time	\$50

Incentives should be paid to the participant no more than ten (10) business days after the date of achievement. No additional incentives may be provided.

Definitions and Supplemental Documentation Requirements

Attainment of Secondary School Diploma or High School Equivalency

Attainment of a secondary school diploma or its equivalent; **or** of one of the three California approved high school equivalency tests (HSET): GED®, HiSET®, and TASC™; **or** the California High School Proficiency Examination (CHSPE). 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/Credential/Degree

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 15 hours of required training **AND** a minimum of one training per category to receive the certificate and incentive.

Tier 2: Youth must attend a minimum of 10 hours of required training **AND** a minimum of one training per category to receive the certificate and incentive.

Completion of Work Experience

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

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

Completion of Work Experience and Hired by the Same Employer

Must meet all of the conditions outlined in *Completion of Work Experience* above **AND** be placed in unsubsidized employment with the **same employer** that provided the work experience activity. In that case the participant would only be eligible for the higher incentive amount. The participant would not be eligible for Completion of Work Experience or Successful job placement in follow up Quarter 1.

Completion of Basic Certification

Youth completed a basic occupational training and received a certification required for participation in a work experience, occupation training program, education, or employment. These certifications do not count towards WIOA attainments and are less than 8 hours. Examples include: CPR & First Aid, Food Handlers, Microsoft Office, etc.

Completion of Intermediate Certification

Youth completed a basic occupational training and received a certification required for participation in a work experience, occupation training program, education, or employment. These certifications do not count towards WIOA attainments and are more than 8 hours. Examples include: Serv Safe, OSHA 10 Safety, etc.

Register and Begin 2-year or 4-year Higher Education

Youth must register at a 2-year or 4-year public or private higher education institution. Documentation must include class registration and start date. Verification of attendance must be included in the case note in CalJOBS.

Completion of Secondary or Post-Secondary Semester or Quarter

Youth successfully completed a semester or quarter of secondary or post-secondary education with passing grades. Documentation required: Current report card with passing grades.

Completion of Pre-Apprenticeship or On-the-Job Training Program

Successful completion of a Pre-Apprenticeship program that is directly linked to placement in a registered apprenticeship program or successful completion of an on-the-job training that is directly linked to successful placement in employment with the same employer. Youth must have a documented activity and a corresponding placement in follow up.

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) listed in the Partner Portal. This does not include completion of Pre-Apprenticeships or On-the Job Training.

Successful Job Placement in Follow Up Quarter 1

Youth must have been placed in unsubsidized employment in their quarter one follow up period. Subrecipient must have completed the follow up form with employment information.

Retention in Placement

Retention in Employment, Training, or Education in the follow up period for either two or four consecutive quarters as documented on the follow up form. Participants can earn a higher incentive for retention with the **same employer**; in that case the participant would be eligible for the higher incentive amount, but never both incentives for the same placement reporting period. Youth will still be eligible for incentives for each reporting period.

Documented Measurable Skills Gain

Successful measurable skills gain for youth participants who are engaged in education or training activities. Must be enrolled in WIOA Tracks A, C, or D.

Achievement of Short-Term ISS 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 listed in this policy, unless two separate goals are identified that align with a common long-term goal. The short-term goal must have a corresponding CalJOBS activity code that is successfully completed.