

Incentives Acknowledgement

Please select ONE of the following:

Work Base Learning and Completion Incentive

This incentive policy applies to WIOA youth clients participating in WIOA Work-Based Learning programs and participating in all required workshops. Youth incentive will be based on successful completion of required workshops as outlined in the participants Individual Service Strategy (ISS) or Work Experience Individual Employment Plan. The maximum incentive a youth can receive is \$250 for successful completion of all required workshops and work-based learning components. Successful completion is defined as completion all workshop expectations, including but not limited to 95% actual attendance, active class participation, knowledge of and completion of class materials (as demonstrated by pre and post-test scores) and successful completion of work-based learning assignments. Workshop attendance and punctuality will be documented by timesheets on which the client will sign in and out daily. The timesheet must be completed and signed by the client and the workshop facilitator. Virtual workshops will be verified and documented by the career planner. Class participation and completion of class material will be documented by the workshop facilitator.

To be eligible to receive any incentive, youth must maintain required monthly contact with career planner, as well as demonstrating progression in the work-based learning component outlined in the participants Individual Service Strategy (ISS) or Work Experience Individual Employment Plan. Progression will be documented by the worksite supervisor and the career planner through submission of timesheets, monthly evaluations, and skill progression.

Classroom Based Stipends for Youth

At a minimum, stipend policies should be based on the following components:
(1) Stipends are allowable expenditures for unpaid work experience when the provision of a stipend is included in the individual service strategy.
(2) Calculate the stipend by multiplying class hours times minimum wage less FICA and Medicare, (for example 7 hours x (\$8.00-(8.00 x .0765)) = \$51.73).

- Calculation:
 - Class Hours _____ X (times)
 - Minimum Wage _____ = (equals)
 - Gross _____ - (minus)
 - FICA _____ - (minus)
 - Medicare _____ = (equals)
 - Net Total _____

(3) Successful participation in and completion of the classroom-based activity must occur for the stipend to be paid. Stipend pay should reflect the current minimum wage as regulated by the Internal Revenue Service. The stipend may be increased or reduced to a lower rate by the service provider but should reflect no less than the current minimum wage or as dictated by the grant.

(4) The maximum incentive a youth can receive is \$250.

(5) To be eligible to receive stipends, youth must maintain required monthly contact with career planner, as well as demonstrating progression in the work-based learning component outlined in the participants Individual Service Strategy (ISS) or Work Experience Individual Employment Plan. Progression will be documented by the worksite supervisor and the career planner through submission of timesheets, monthly evaluations, and skill progression.

High School Diploma/GED Incentive for Youth

Once the individual receives their High School Diploma/GED they will be eligible to receive a one-time incentive of \$50.00. The ROE, School Contact Person, Service Provider, Career Planner or participant will obtain proof of the Diploma/GED and let the appropriate Service Provider know of the attainment of the incentive for processing the check.

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified.

Participant Signature: _____

Date: _____

Career Planner Signature: _____

Date: _____

