

**Youth Incentives and Stipends Policy**  
**Policy #P-7B-7.22**

Date: July 7, 2022  
Re: Guidance on funding incentives for WIOA/TANF Youth and EARN participants.

Origin Date: January 2, 2020

Approved: **November 11, 2022**  
Effective: **November 11, 2022**

References: WIOA Section 129  
20 CFR § 681.650  
2 CFR § 200  
20 CFR § 681.300  
20 CFR § 681.310(a)  
20 CFR § 681.640  
TEGL 21-16  
TEGL 19-16  
TEN 22-19

Author: Saranne Miller



**I. Purpose:**

A. The purpose of this policy is to establish criteria by which **contracted Youth vendors** may provide incentives for the recognition of achievements acquired by Youth participants during enrollment in occupational skills training activities, and stipends to Youth participants to engage in workforce activities funded by WIOA Youth and TANF Youth allocated dollars.

**II. Background:**

A. The following defines the procedure for obtaining, securing, issuing and reporting an assortment of performance incentive awards and stipend payments to eligible Youth participants within the South Central Workforce Development Board programs.

**III. Definitions:**

- A. Incentive – A payment made to WIOA/TANF Youth participants as are allowed for recognition and achievement directly tied to SCPa Works approved work experience, education, or training.
- B. Stipend – A monetary amount provided to an eligible youth participant for participation in work experience, approved virtual learning engagements, State-registered pre-apprenticeship activities, approved classroom activities, pre-established career-related activities, and/or occupational skills activities.
- C. Wage – Remuneration for employment in the form of a fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee.

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- D. Supportive Service – A service necessary for a youth participant to engage in, and complete, a program activity, or a service necessary for a youth participant to actively engage in an SCPa Works approved program, or during a follow-up period.

**IV. Case Notes:**

- A. Case notes must be included as a part of the incentive and stipend issuance process.
- B. Each case note must include:
  - 1. A case note title that tells the reader to what the case note refers.
  - 2. Metrics to include dates, dollar amounts, measurements, percentages, an amount of time, a number of people involved, a score, a quantified goal, and any additional numeric values that are related or in any way to the incentive.
  - 3. A step-by-step story that thoroughly explains every detail of the circumstances, events, and interactions that explain exactly why or how the participant is eligible for the incentive.
    - a. This portion of the case note needs to explain what the participant did to achieve the goal, and how the case manager supported the participant throughout the process.
  - 4. A list of specific “next steps” to be taken by the participant and the case manager to continue to with results-driven program progress.
    - a. The next steps must include a goal, a process to achieve the goal, and a deadline to indicate when the goal will be achieved.
    - b. Include future follow-up dates that will match future case note dates that will detail exactly what happened during the follow-up engagement.

**V. Eligibility Requirements for Incentives:**

- A. The following are the eligibility requirements for providing incentive payments:
  - 1. Participants must be active and in good standing with a WIOA/TANF Youth program.
  - 2. Participants must be enrolled in an approved occupational skills training program or be actively participating in a work experience activity, either which is anticipated to lead to a pre-established gain that is notated in case notes.
  - 3. Participants must have achieved an outcome listed as a goal within their individual service strategy (ISS) or individual employment plan (IEP), and that is also clearly stated in the incentive case note.

**VI. Incentives for WIOA/TANF Youth Participants:**

- A. An incentive is a payment provided to a WIOA Youth or EARN participant for the successful completion of a program, participation in a program, and/or an achievement of pre-established outcome.
  - 1. Enrolled WIOA/TANF Youth who are eligible for incentives will receive incentive payments via checks made payable to the participant and distributed by the SCPa Works contracted service provider.
- B. The maximum incentive dollar amount that may be received for any single achievement is \$75.00.
- C. The maximum incentive dollar amount an individual participant may receive during one enrollment period is \$300.00.
- D. All incentives must be linked to an achievement and must be tied to training and education, work readiness skills and/or occupational skills attainment goals. Incentives are considered awards and can only be awarded upon full completion and achievement of an activity. A participant can earn more than one incentive. Incentives must be administered in a manner that ensures all participants receive equal awards for equal achievements. Incentive payments may be awarded for the following accomplishments or activities:
  - 1. **Examples of Credential Attainment for WIOA Youth Participants**
    - a. GED/High School Diploma: \$75.00 maximum per credential
    - b. Industry Recognized Credential: \$75.00 maximum per credential

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- c. Post-Secondary Certificate: \$75.00 maximum per credential
- d. Placement in Employment: \$75.00 maximum per credential
- e. Enrollment in Post-Secondary Ed. \$75.00 maximum per credential
- f. Measurable Skills Gain \$75.00 maximum per credential


**VII. Stipends for WIOA/TANF Youth:**

- A. Stipends are specifically reserved for WIOA and TANF Youth participants who are enrolled and eligible for services within the SCPa Works region.
- B. Stipends are not to be utilized as incentives, and should never be distributed to youth participants for the achievement of a goal or milestone.
- C. Stipends are to be utilized as a means for payment to a youth participant who is actively engaged in pre-approved classroom activities, occupational skills training, and/or career-related activities.
- D. All stipend payments must be pre-authorized through SCPa Works Programs Department.
- E. Stipend payments must reflect the following requirements:
  - 1. Approved youth programming authorized by SCPa Works.
  - 2. An eligible WIOA or TANF Youth participant.
  - 3. A pre-approval from SCPa Works to utilize stipends as a form of payment for the approved youth programming.
- F. Stipend amounts vary based on program design and participant need, and will be determined by SCPa Work on a case-by-case basis.
- G. Youth participants will not receive more than \$3000.00 in stipend payments in a lifetime without SCPa Works approval.

**VIII. Limitations:**

- A. Contracted Service Providers have the discretion to determine and develop an internal policy with a list of eligible incentives and award amounts, not to exceed above maximums, and whether incentives will be awarded in the form of prepaid gift cards or by check.
  - 1. Gift cards are **NOT allowable forms of incentives or stipends.**
- B. Placement into post-secondary education is defined as programming through which a participant is enrolled in credit-bearing courses.
  - 1. Noncredit-bearing classes are **not considered as allowable post-secondary placement.**
- C. A Measurable Skills Gain is achieved by participants who are enrolled in an education or training program that leads to a recognized, postsecondary credential or employment, and who are achieving progressive gains toward such a credential or employment
- D. An incentive can be awarded during the 12-month follow-up period for WIOA Youth participants only, and supporting documentation is required at all times.
- E. Incentives must be administered in a manner that ensures all participants receive equal awards for equal achievements, based on available funds.

**IX. Summary of Changes:** This policy is reviewed every 180 days by the SCPa Works Policy Department for necessary changes, edits, updates, and revisions.

| Date of Change: | Changed by:   | Summary of Change(s):  | Effective Date |
|-----------------|---|--|----------------|
| 09/22/2022      | Saranne Miller<br> | 1. Formatted original policy, and corrected syntax.<br>2. Added Section III on case noting.<br>3. Added Section IV on eligibility. | 11/11/2022     |
| 12/12/2022      | Saranne Miller  | Added elements of TEN 22-19 to include definitions   | 12/12/2022     |

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