



# **EASTERN**

## **Workforce Board, Inc.**

*Proudly serving Adair, Cherokee, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner Counties in Oklahoma*

## **Youth Incentive and Stipend Policy**

Revised: Change 2

Approved 9-2019



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**PURPOSE:**

To establish a local policy on the use of stipend payments and incentives as a service strategy in the WIOA Youth Program of the Eastern Workforce Board.

**AUTHORITY:**

The authority for this policy derives from the Workforce Innovation and Opportunity Act (PUBL. 113-128) (WIOA); 20CFR Workforce Innovation Opportunity Act (WIOA); Department of Labor Training and Education Guidance Letters: TEGLs 23-14; 2-15; 3-15; and 8-15. Oklahoma Workforce Development Issuance OWD #02-2016, Change 2. Acquisition guidance for stipends and incentives guidelines are found in the OMB 2 CFR Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Final Rule).

**INCENTIVE AND STIPEND PAYMENTS:**

Participants in the WIOA Youth Program may receive incentive and/or stipend payments based on attendance and/or performance. The purpose of this policy is to establish incentive and stipend guidelines that encourage and enhance the participation of young adults in authorized activities that accomplish program objectives. Incentive and Stipend payments are not entitlements and are awarded based on satisfactory performance.

The State of Oklahoma defines an Incentive as monetary payment given to a youth program participant for successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS) upon completion of established benchmarks or upon final program completion. Incentives may be used to retain youth in a program and must be tied to training, education, or work readiness.

Such achievements must be documented in the participant's file as the basis for an incentive payment.

The State of Oklahoma defines a Stipend as a fixed monetary payment made to a Youth participant during his/her enrollment to encourage the youth to participate in certain activities (seat time payments). The stipend can be used for activities such as classroom instruction. Stipends may be paid based on actual hours of attendance.

**GUIDELINES FOR PROVIDING STIPENDS/INCENTIVES TO YOUTH:**

Eastern Workforce Investment Board is establishing the following guidelines for awarding incentive and stipend payments for retaining youth for WIOA services.

1. To be eligible for Incentive or Stipends, youth must be an active participant in the Youth program before an incentive or stipend can be requested.
  - a. Active participation is defined as meeting all programmatic requirements as determined by the Individual Service Strategy, Youth Case Manager and Program Rules.
2. The Youth must be an active participant at the time the activity occurred.
  - b. Activities that occur prior to the Youth becoming a participant are not eligible for Incentive or Stipend payments.
3. In order to be eligible for an incentive, the participant must show that the Youth Program assisted with the successful completion of the qualifying benchmark. This may include but not limited to tutoring, remediation, continuous contact with case manager, or meeting attendance.
4. Benchmark(s) for each activity eligible for an Incentive or Stipend payment must be established and approved by EWB prior to the beginning of the activity.
5. Benchmark(s) for each activity eligible for an incentive or stipend must be stated clearly and based on pre-approved guidelines.
6. Benchmarks will be measure by pre and post testing and incentives or stipends given based on pre- approved guidelines.
7. All benchmarks established for each activity eligible for an incentive or stipend must be fully completed and documented before issuance of the incentive or stipend payment.

8. **Requests for incentives or stipend payments must occur within 45 calendar days of the qualifying activity.**
9. Participant incentive and stipend payments **may not exceed \$350.00 per incentive or stipend activity.**
10. Participant incentive and stipend payments **may not exceed a total of \$750 per program year per participant.**
11. EWB staff will evaluate the request and respond to the staff with a decision within five (5) business days by e-mail.
  - a. EWB staff may ask for additional documentation prior to approving the obligation of funds.
  - b. Incentive or Stipend Payments requiring additional or corrected documentation will not be approved until the requested documentation is submitted by the contracted staff.
  - c. In the event a Stipend or Incentive request is denied, EWB staff will respond in writing with the reason why the request was denied at the administrative level and suggest corrective action so the request can be approved.
12. Case managers will sign and date the vouchers and request the customer and parent, if necessary, sign and date the vouchers before returning the voucher to the EWB office.
13. All vouchers must be signed in person. E-mailing or mailing a voucher to a participant for signature is strictly prohibited.
14. A virtual copy of the request approved by EWB staff and signed and dated by the participant, parent (if necessary) and case manager must be turn into the EWIB offices no later than ten (10) working days after the request has been approved by EWB staff.
15. A virtual copy of the original documentation is required to be uploaded into the case management system (currently Oklahoma Service Link) and must include the EWB approved voucher, signed and dated by the customer, parent (if necessary) and case manager along with all support documentation.

EWB has listed required documentation in this policy. In extenuating circumstances, other documentation should be considered in order to assist the customer. All documentation other than what is listed must be approved by the appropriate EWB staff prior to authorizing the expenditure.

## YOUTH INCENTIVES PAYMENT CHART:

Note the following will apply to all incentives:

- **OSL Case notes and current Individual Service Strategy (ISS) Goals** are required as back up for all requested incentive payments.
- All documentation must be uploaded prior to submitting the request to EWB for approval
- All benchmarks established for each activity eligible for an incentive stipend must be fully completed and documented before issuance of the request
- Incentives and Stipend payments for each of the categories will be awarded according to the following criteria:

CATEGORY OF INCENTIVE/ STIPEND	DESCRIPTION OF INCENTIVE OR STIPEND	BENCHMARK FOR INCENTIVE OR STIPEND	REQUIRED DOCUMENTATION	INCENTIVE OR STIPEND AWARD AMOUNT
Attainment of High School Diploma or GED Incentive Payment	Graduating from High School or Completing a GED Certificate.	Graduation from HS or completion of GED if done while actively enrolled in WIOA Youth Programs	<ul style="list-style-type: none"> <li>• Program Notes</li> <li>• Updated ISS goal</li> <li>• Uploaded copy of HS Diploma or GED Certificate</li> <li>• OSL Outcomes indicating attainment</li> </ul>	<b>\$200 High School Diploma</b> <b>\$200 GED or HiSET</b> <b>(\$50 per test successfully Completed up to 4 times)</b>
Literacy/ Numeracy Gains Incentive Payment	A demonstrated gain in literacy/numeracy scores by at least one full grade level for youth tested basic skills deficient at the time of enrollment in the program. If the gain causes proficiency, youth shall be eligible for the Testing Basic Skills Proficient Incentive, rather than the Literacy/Numeracy Gains Incentive. <b>Limited to one payment per program enrollment</b>	Post-testing at least one full grade level above the most recent objective assessment.	<ul style="list-style-type: none"> <li>• Program Notes</li> <li>• Updated ISS goal</li> <li>• Verification of Tutoring Service</li> <li>• Pre- and Post-testing original TABE score sheet's with dates</li> </ul>	\$20 for math increase \$20 for reading increase
Testing Basic Skills Proficient Incentive Payment	Basic Skills Proficiency: if the youth tested basic skills deficient in mathematics or reading or both at the time of enrollment in the program. <b>Limited to one incentive payment per program enrollment.</b>	Post-testing in basic skills at or above the 9th grade level on the TABE	<ul style="list-style-type: none"> <li>• Program Notes</li> <li>• Updated ISS goal</li> <li>• Verification of Tutoring Service</li> <li>• Pre- and Post-testing original TABE score sheets with dates</li> </ul>	\$50 for math proficiency \$50 for reading proficiency
Attainment of Post-Secondary Credential or Certificate Incentive Payment	Earning a post-secondary academic degree or a qualified occupational skills credential or certificate if completion of the appropriate post-secondary program occurs during enrollment in the Youth Program. <b>Limited to one incentive payment type per program enrollment.</b> <b>*NOTE: Payment for this incentive for short term certifications will not be awarded until the participant has successfully completed the required licensure in order to obtain employment.</b>	Completion of academic degree, credential, or licensure	<ul style="list-style-type: none"> <li>• Program Notes</li> <li>• Updated ISS goal</li> <li>• Updated OSL Service and Training Plan</li> <li>• Uploaded Diploma; Certificate of Completion or License.</li> <li>• Completion of OSL Outcomes indicating attainment</li> </ul>	Career Tech Certifications: Short Term (4-6 wks): \$50 Long Term (6 mo. or more): \$ 150 Associates Degree \$200 Bachelor's Degree \$200

CATEGORY OF INCENTIVE/ STIPEND	DESCRIPTION OF INCENTIVE OR STIPEND	BENCHMARK FOR INCENTIVE OR STIPEND	REQUIRED DOCUMENTATION	INCENTIVE OR STIPEND AWARD AMOUNT
Financial Literacy Education Incentive payment	Focusing on FDIC Money Smart CBI if taken during the course of enrollment in the Youth Program. <b>Participants are limited to one incentive payment per certificate of completion</b>	Tests required to be Taken at the AJC. Average scores 80% for successful completion per Module.	<ul style="list-style-type: none"> <li>• Program Notes</li> <li>• Updated ISS</li> <li>• Completed Service and Training Plan</li> <li>• Money Smart Certificates of Completion</li> </ul>	\$10 per module up to 6 modules or \$75 for Completion of all Modules
*Academic Camps Incentive Payment	Designed and organized with a focus on academic improvement with a secondary focus on leadership development or comprehensive guidance and counseling. <b>Participants are limited to one camp payment per program year.</b>  <b>*Must be pre-approved by EWB</b>	<ul style="list-style-type: none"> <li>• Timely attendance and comprehensive participation</li> </ul>	<ul style="list-style-type: none"> <li>• Sign In Sheets (Roster)</li> <li>• Case Notes</li> <li>• Updated ISS</li> <li>• Updated OSL Service and Training Plan</li> <li>• Agenda</li> </ul>	\$150.00 per successful completion of camp
*Special Project Incentive Payments	Award performance against established benchmarks on special projects  <b>*Must be pre-approved by EWB</b>	<ul style="list-style-type: none"> <li>• Timely attendance and comprehensive participation; and</li> <li>• Meet event specific requirements as specified at the time of EWIB approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Pre-Approval Confirmation from EWIB Program Manager</li> <li>• Sign In Sheet</li> <li>• Successful completion of benchmark</li> </ul>	<b>Not to exceed \$50 per day</b>



# EASTERN WORKFORCE BOARD

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## INCENTIVE / STIPEND PAYMENT REQUEST

**CUSTOMER NAME:** \_\_\_\_\_ **OSL ID:** \_\_\_\_\_

**Program (s) of Enrollment:** Out of School \_\_\_\_\_ In School \_\_\_\_\_ Other (list): \_\_\_\_\_

DATE		REQUESTED BY	COUNTY OF SERVICE	VOUCHER NUMBER	
DATE OF ACTIVITY	ACTIVITY DESCRIPTION		HOURS OR QUANTITY OF ACTIVITY	RATE OF PAYMENT	AMOUNT
<b>TOTAL</b>					

My case manager has explained this document and my rights and responsibilities as an Oklahoma Works Participant. I have received a copy of this document for my records.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if participant is under 18)

\_\_\_\_\_  
Date

I have explained the terms and conditions with the above participant (and parent).

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date

**NOT VALID WITHOUT DIGITAL SIGNATURE OF AUTHORIZED EWB OFFICIAL**

\*Requests received 45 days after the activity date will not be processed for payment

**IMPORTANT!** This document/policy contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in our preferred language at no cost to you. Call (800) 722-0353 for assistance in the translation and understanding of the information in this document.

EWB is an Equal Opportunity Employer/Program. Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities.  
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 EWB Youth Incentive Stipend Policy 2019

**Completing the Incentive/ Stipend Payment Voucher**

- i. **Customer Name:** Type the customer's name as it appears in Oklahoma Service Link.
- ii. **OSL ID:** Type the customer's OSL ID number as it appears in Oklahoma Service Link
- iii. **Program(s) of Enrollment:** Check the appropriate boxes that reflect the customer's enrollment in OSL.
- iv. **Date:** Complete date the service is being requested.
- v. **Requested by:** Enter the name of the Case Manager requesting the service.
- vi. **County of Service:** Use the drop down to select the County where the participant is being served.
- vii. **Voucher No.:** Leave blank. This will be completed by EWIB staff.
- viii. **Date of Activity:** Enter the date the eligible activity occurred
- ix. **Category of Activity:** Enter the category as found on the Incentive/ Stipend Payment chart found in this policy.
- x. **Activity Description:** Enter a short description of the eligible activity.
- xi. **Hours or Quantity of Activity:** Enter the number of hours if a stipend is being requested. If an incentive is being requested, please enter the number 1.
- xii. **Rate of Payment:** Enter the amount of the stipend wage or the incentive payment amount.
- xiii. **Total:** The amount of the quantity multiplied by the rate of payment. (auto calculated in the form)





## EWB POLICY APPROVAL REGISTER

Each required policy of the Workforce Innovation and Opportunity Act (WIOA) and the Eastern Workforce Board (EWB) shall be submitted to the Policy Committee for review and comment who will then present policy(s) to the Executive Committee for its recommendation for approval. The Executive Committee recommendation for approval will be presented at the next scheduled board meeting.

<b>Title Of Policy</b>	<b>YOUTH INCENTIV &amp; /STIPENDS</b>		
<b>Current Eff. Date</b>	WIOA		
<b>Revision Purpose</b>	Updated to meet current requirements		
<b>Revision Number &amp; Date</b>	Change 1 – 2017 - Rescinded		
<b>Author</b>	JH		
<b>APPROVED</b>	Executive Committee	DATE;	4/10/2017
<b>APPROVED</b>	EWB Board	DATE:	5/20/2017

**Change 2** – Approved Executive Committee 9/26/2019: EWB Board:

Executive Director: Jerri Stoutermire, EdD. \_\_\_\_\_  
Signature:

Board Chairman: Earnie Gilder \_\_\_\_\_  
Signature: