

## **UA COSSATOT YOUTHBUILD PROGRAM**

---

Subject: YouthBuild Incentives, Stipends, and Support Services Policy

**PURPOSE:** UA Cossatot YouthBuild Incentive, Stipend, and Support Services Policy will ensure that allowable and necessary incentives and stipends will be given to YouthBuild participants to help encourage achievement of goals outlined as part of their Individual Development Plan (IDP).

**BACKGROUND:** WIOA allows for incentive, stipend, and support services payments to participants in the YouthBuild program. These payments are a way to encourage participant involvement and to reward individuals for achievement of the goals in their learning plan related to employment and education. Incentive awards and stipends can be subject to review by UA Cossatot and the availability of funds.

### **DEFINITIONS**

#### **INCENTIVE**

An incentive is a payment to an enrolled participant for successful participation and achievement of expected outcomes as identified in the participant's IDP. The incentive must be linked to an achievement and must be related to training, education, work readiness and or an occupational skills attainment activity that specifically addresses a required YouthBuild Program element. Such achievements must be documented in the participant's IDP as the basis for an incentive payment. Incentives are considered awards to YouthBuild participants for their achievement and participation in YouthBuild activities.

#### **STIPEND**

A regular small payment made to a YouthBuild participant during his/her enrollment in YouthBuild to encourage participation in certain activities (seat/participation time payments). The stipend can be used for activities such as classroom instruction, worksite activities, and leadership activities. Stipends may not exceed the Arkansas minimum wage. Stipends will be based on a point system of 25 weekly points. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their participation in and completion of education or training services.

#### **SUPPORT SERVICES**

Assistance provided to YouthBuild participants that is necessary to enable participation in activities as part of the YouthBuild program. Such services may include the following:

- a) Assistance with transportation;
- b) Assistance with childcare and dependent care;
- c) Assistance with housing;
- d) Assistance with educational testing;

- e) Reasonable accommodations for individuals with disabilities;
- f) Legal aid services;
- g) Referrals to health care;
- h) Assistance with uniforms or other appropriate work clothing and tools, including such items as eyeglasses and protective eye gear;
- i) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- j) Payments and fees for employment and training-related applications, tests, and certifications.
- k) Tuition and fees to a post-secondary institution for participants who do not qualify for PELL grant for unforeseen circumstances.

A support service in excess of \$500 must be approved by the Chancellor.

## POLICY

Incentives, stipends, and support services are all allowable expenses for participants enrolled in the YouthBuild program. They are intended to encourage and motivate participants to reach goals, leading to successful achievement of expected, positive outcomes as defined in the participant's ILP. These payments are not entitlements and are subject to availability of YouthBuild funds.

## PROVISION TO SUPPORT SERVICES:

For youth participants, supportive services are among the 14 required program elements and must be available to all registered participants. Supportive services assist the Participant with reaching his/her employment and training goals.

Supportive services are not entitlements and shall be provided on the basis of a documented financial assessment and/or individual circumstances, the absence of other resources, and the availability of program funds. Supportive services may be provided to a participant who meets the following requirements according to final rule citation 680.910

- 1.) The participant is registered in YouthBuild. The participant can also be receiving follow-up services and support is needed to obtain or retain employment or continue education; and
- 2.) The participant is receiving career or training services as defined in WIOA secs. 134(c)(2) and (3); and
- 3.) Supportive services are necessary to enable continued participation in career or training services; and
- 4.) The participant is unable to obtain similar services from another source (non-WIOA or non-YouthBuild). Research was done to show all other resources were exhausted; and
- 5.) The participant has a documented financial assessment supported by the youth's IDP.

As a part of the assessment, program staff will determine a participant's need for supportive services and appropriate resources. The IDP must document the supportive services needed to address barriers to a participant's employment goals and how they will be addressed.

Alternatives to YouthBuild-funded supportive services must be sought prior to providing supportive services with YouthBuild funds. Prior to YouthBuild providing a supportive service, case managers must ascertain if community referrals were made and all other resources were exhausted. This determination must be documented in case notes. In addition, it may also be documented on the hard copy supportive service form.

#### STIPEND AMOUNTS

The stipend payment will be based on a point system of 25 weekly points. Each point is worth \$7. The participant will have the ability to earn a weekly bonus of \$25 for perfect attendance. All stipends will be tracked with detailed documentation.

#### EQUAL TREATMENT

UA Cossatot will make sure that incentive, stipend, and support services payments are administered in a manner which ensures all participants receive equal rewards for equal achievements/activities.

#### DOCUMENTATION REQUIREMENTS

Appropriate documentation must be available to support payments of stipends, incentives, and support services. The need for such services must be documented in the participant's file. Expenditures must be reasonable, necessary, and allocable. Records must be available to support the awarding or provision of services/expenditures. The following are examples as to services delivered and appropriate documentation.

#### INCENTIVE FOR OBTAINING GOAL

If funds are available, test results showing increase in basic skill levels, copy of the TABE and/or HSE tests, copy of credential or certificate, etc. Youth signature verifying receipt of incentive and a copy of the actual incentive must be maintained.

#### SUPPORTING SERVICES

Case notes will document verification of the need for services as part of participant's plan, such as the need for childcare, transportation assistance, clothing for work experience activity, assistance with utilities, vehicle repair (i.e. tire repair, a new tire, or battery). Documentation must be maintained in the participant's file along with the copy of the original invoice.

- a) Assistance with child care (must be a licensed provider) and dependent care costs;
- b) Assistance with local transportation costs and limited private auto repairs associated with work or training; fuel vouchers will be provided monthly for travel to and from school. Vouchers will not exceed \$200.

- c) Purchasing uniforms or other appropriate work-related attire or supplies, could include interviewing clothing or required clothing or supplies for employment such as protective eye wear, steel toe boots, business suit, work jeans, uniform, required tools, or items required by the employer for employment and allowable under this policy;
- d) Housing assistance, could include one month's rent, referrals to housing agencies;
- e) Grooming supplies/services, could include haircut or personal hygiene items such as shampoo, soap, toothpaste, or toothbrush;
- f) Translation assistance, could include interpreting services or document translation services
- g) Educational testing and accommodations
- h) Reasonable accommodations for disabilities including learning disabilities;
- i) Legal aid could include referral to legal services, attorney down payment up to \$250, assistance/purchasing completion of legal forms up to \$100, or aid in expunging criminal records up to \$250. Total legal aid services not to exceed \$300 for each participant and must be documented as a career or training barrier. Legal aid must only be paid once per participant not to exceed a total of \$300 regardless of re-offense.
- j) Addressing debts or credit reporting issues, could include referral to credit reporting services or classes on personal finance;
- k) Aid in securing a first-time driver's license;
- l) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes. All items must be listed on the course syllabus or college registration and could include post-secondary registration fee. These costs are considered supportive services unless included as part of the training (ITA), then it is considered a training cost.
- m) Tuition and fees to a post-secondary institution when PELL funds are not obtainable by the participant due to unforeseen circumstances. Other funding sources, such as state and local scholarships, should be researched first.
- n) Payments and fees for employment and training related applications, test, and certifications. Payments and fees could include fees for state registered occupations (ie: nurse, CNA, childcare, or other health care occupations) or other recognized certifications that require a fee. Fee will only be paid one time. All reoccurrences of fees is the participant's responsibility;
- o) Assistance with health care services could include medical, dental, and optical services or referrals to such services. Payments not to exceed \$150 per participant; and
- p) Other supportive services approved by the UA Cossatot YouthBuild Director prior to expenditure.

## STIPENDS

Documentation (sign-in sheet, timelog, etc.) needs to show participation in specific activities. Records of the stipend received should be maintained in the participant's individual file. Classroom/instruction documentation should include: date, time, class name, and participant's signature.

## PROCEDURES TO RECEIVE STIPENDS

1. Each participant must complete a W9 form.
2. Stipends will be distributed every two weeks on Tuesday.
3. Participants will complete a time log.
4. Time logs will be matched with sign-in sheets.
5. Time logs should be turned in on Friday before payday.
6. An invoice for each participant will be generated.
7. An invoice number will be created for each participant (Ex. #STPD/RHerna083120).
8. All invoices will be submitted to Accounts Payable to generate checks for participants.
9. Participants must sign for the release of the stipend check.

## PROCEDURES TO RECEIVE SUPPORT SERVICES

1. YouthBuild staff will determine a Participant's need for supportive services as a part of the initial and on-going assessment. The supportive service must be related to a career service or training service within the Individual Development Plan (IDP).
2. YouthBuild staff will determine whether other community resources are available to cover necessary expenses and show evidence of referrals to other resources (at least two), including outcomes of each referral.
3. YouthBuild staff will submit a Supportive Services Cover Sheet (Attachment A) to the Project Director for approval. The request must include the Participant's name, date of service, vendor's name, and justification for the service, evidence that non-WIOA sources were explored and signature of the requestor.
4. YouthBuild staff must maintain a Supportive Service Tracking Tool (Attachment B) located in the Participant's file to track the date of service, type of service, amount of the service disbursed to the participant, and a current total of supportive services spent-to-date.
5. The Project Director will complete an invoice and submit to the business office for payment.
6. YouthBuild Case Manager will enter in the online DOL GPMS System all supportive services on the date the service was provided.

The Case Manager and Project Director will ensure all documentation details are in program notes.

## SUPPORTIVE SERVICES AND FOLLOW-UP SERVICES FOR YOUTH

### **When can supportive services be provided to WIOA title I Youth?**

Supportive services can be provided to youth during program participation and during follow-up services. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the participant as identified in the youth's Individual Development Plan (IDP).

### **How do support services relate to follow-up services?**

Supportive services are 1 of the 5 types of WIOA title I Youth program elements that may be provided during follow-up as discussed in 20 CFR 681.580. If supportive services are provided as a follow-up service, they do not extend the follow-up exit date.

**What incentives will be provided during the follow-up year?**

Making TABE advancements (\$25 per level), earning a HSE diploma (\$100), providing employment documentation each of the four quarters (\$50), completing college enrollment procedures (FAFSA, ACCUPLACER, registration) (\$50), and/or earning a post-secondary credential (\$100).

During post-secondary education placement, an incentive laptop may be provided to participants in need. Determined on case-by-case basis.

---

**Procedure History:**

Approved December 5, 2023

Updated July 11, 2022

Approved November 18, 2021

Updated November 16, 2021

Updated January 4, 2021

March 19, 2020

Updated August 23, 2021

Updated September 2, 2020

---