

COWIB Standard Stipend Plan

Incentive Payments to WIA Youth Program Participants

REVISED: June 9, 2008

This plan describes stipend payments and incentives that may be offered to customers served by WIA Youth Providers in the Central Oklahoma workforce investment area.

Stipends and incentives indicated by a Check Mark (✓) represent new additions to the COWIB’s Standard Plan.

✓ WIA Intake Eligibility Certification *... Non-Monetary Incentive*

Eligibility: Any youth who has: (a) Successfully completed the WIA Intake Eligibility Determination process; (b) Been deemed eligible to participate in a WIA Youth Program; and (c) Successfully developed an Individual Service Strategy (ISS) Plan with their Workforce Development Specialist and determined their age appropriate service.

Benchmark: Successful development of an Individual Service Strategy (ISS) Plan and identified age appropriate service.

Incentive: Customer choice of a non-monetary incentive, which may include (while supplies last):
-- “My Career, My Future, My Choice” T-shirts; or
-- “My Career, My Future, My Choice” Clock.

Documented by: (1) OSL documented signed application by Youth (and Parent/Guardian if applicable); (2) Evidence of In-school, Out-of-school, or Adult eligibility determination; *and* (3) OSL documented and signed Individual Service Strategy (ISS).

School Retention *... Stipend Payment*

Eligibility: Any participant who is enrolled in a recognized post-secondary school or high school.

Benchmark: Successful completion of a semester of high school or post-secondary school (full-time), when the school’s coursework is delivered on a semester basis.¹

Payment: \$50.00 per semester, payable at the end of the first semester after enrollment into the WIA Program and at the end of each semester thereafter.

¹ This incentive is *not* available to students who enroll in a short-term training project (less than one semester in length) or in a program of training that is designed and delivered on a non-semester basis.

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Documented by: Report card or other progress report from the school. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

Attainment of High School Diploma or GED *... Stipend Payment*

Eligibility: Any participant who has not yet completed a high school diploma or GED certificate.

Benchmark: Completion of high school or GED.

Payment: \$200, payable upon the documented attainment of a diploma or certificate.

Documented by: Diploma, certificate, letter, report, or completion notice from the school. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

Post-Secondary Occupational Skills Training *... Stipend Payment*

Eligibility: Any participant who is enrolled in an occupational skills training program that is linked to the COWIB’s list of Demand Occupations.

Benchmark: Completion of a post-secondary occupational skills certificate or degree granted by a Career Tech, college or university (including public or private schools), whether or not the training was paid for with WIA financial assistance.

Payment: See schedule below.

Documented by: Report card or other progress report from the school. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

<u>Type of Attainment</u>	<u>“Demand Occupation”²</u>	<u>STEM-Related Training³</u>
Career Tech Certificate	\$150.00	\$200.00
Associates Degree	\$150.00	\$200.00
Bachelor’s Degree	\$250.00	\$300.00

² “Demand Occupation” refers to skills training in support of an occupation that is included on the COWIB’s official list of Demand Occupations (as published on the COWIB’s website at www.cowib.org).

³ “STEM-related training” means occupational skills training in support of a career goal in Science, Technology, Engineering, or Math. Occupations that require education in STEM disciplines are defined in the O*Net Online database, found on the internet: <http://online.onetcenter.org/find/stem>.

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Out-of-School Youth: Numeracy / Literacy Gains ... *Stipend Payment*

- Eligibility:** Out-of-School Youth Participants who were assessed as having a deficiency in basic skills as defined in the State Common Measures policy and as measured by a COWIB-approved assessment process.
- Benchmark:** The participant achieves an “educational gain” within a 6-month period. As described in the Common Measures policy, an educational gain shall be demonstrated by the results of a post-test. In the post-test assessment, if the participant demonstrates an increase to the next functioning level in any of the areas – reading, writing, numeracy, speaking, listening, functional, and workplace areas – he/she has made an educational gain.
- Payment:** \$50.00 (Maximum amount in a 6-month period).
- Documented by:** Post-Assessment using an approved standardized test or performance assessment.

Younger Youth: Increase in Basic Skills ... *Stipend Payment*

- Eligibility:** Younger Youth (14-18-) participants who were assessed as having a deficiency in basic literacy skills as defined in the State Common Measures policy and as measured by a COWIB-approved assessment process.
- Benchmark:** The participant achieves a grade-equivalency increase of 0.5 within a 6-month period.
- Payment:** \$50.00 (Maximum amount in a 6-month period).
- Documented by:** Post-Assessment using an approved standardized test or performance assessment.

Unsubsidized Employment ... *Stipend Payment*

- Eligibility:** Any participant: (a) Who was not employed as of the date of participation; and (b) For whom employment is a goal. This stipend is reserved for participants who accept unsubsidized employment, including seasonal or temporary employment, which does not interfere with school attendance.
- Benchmark:** Entry into employment that: (a) Offers a work schedule of at least 32 hours per week; (b) Has an expected duration of at least 4 weeks; and (c) Is not paid for nor subsidized by WIA program funds.⁴
- Payment:** \$50.00 (one time only).
- Documented by:** Participant statement, accompanied by the participant’s first paycheck or a hiring letter signed by the employer. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

⁴ Employment in a Work Experience activity does *not* meet the qualification benchmark for this incentive.

✓ **Younger Youth or In-school Youth –
Unsubsidized Employment**

... Stipend Payment

- Eligibility:** Any Younger Youth or In-school Youth⁵: (a) Who was not employed as of the date of participation; and (b) For whom employment is one of their goals. This stipend is reserved for participants who accept unsubsidized employment, including seasonal or temporary employment, which does not interfere with school attendance.
- Benchmark:** Entry into employment that: (a) Offers a work schedule of at least 15 hours per week; (b) Has an expected duration of at least 4 weeks; and (c) Is not paid for nor subsidized by WIA program funds.⁶
- Payment:** \$25.00 (one time only).
- Documented by:** Participant statement, accompanied by the participant’s first paycheck or a hiring letter signed by the employer. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

Retention in Employment

... Stipend Payment

- Eligibility:** Any participant who entered unsubsidized employment during the period of his/her enrollment in the WIA Youth program.
- Benchmark:** Successful retention in a job that: (a) Offers a work schedule of at least 32 hours per week; and (b) Is not paid for nor subsidized by WIA program funds.
- Payment:** See schedule below. The maximum amount of cumulative payments to an individual participant is **\$250**.
- Documented by:** Presentation of an employer-generated record – such as paystubs, etc. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

<u><i>Retention Period</i></u>	<u><i>Incentive Payment</i></u>	<u><i>Cumulative Incentive</i></u>
3 Months	\$ 50.00	\$ 50.00
6 Months	\$ 50.00	\$100.00
9 Months	\$ 50.00	\$150.00
12 Months	\$100.00	\$250.00

⁵ The term “Younger Youth or In-School Youth,” in this context, refers to an eligible youth who is:
 (a) 14-18 years of age and attending secondary school (Younger Youth, in-school); *or*
 (b) 14-18 years of age and has dropped out of school (Younger Youth, out-of-school); *or*
 (c) 19-21 years of age and has not yet completed high school at the time of program registration (Older Youth, in-school).

⁶ Employment in a Work Experience activity does *not* meet the qualification benchmark for this incentive.

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✓ **Younger Youth or In-school Youth –
Retention in Employment**

... Stipend Payment

Eligibility: Any Younger Youth or In-school Youth⁷ who entered unsubsidized employment during the period of his/her enrollment in the WIA Youth program.

Benchmark: Successful retention in a job that: (a) Offers a work schedule of at least 15 hours per week; and (b) Is not paid for nor subsidized by WIA program funds.

Payment: See schedule below. The maximum amount of cumulative payments to an individual participant is \$125.

Documented by: Presentation of an employer-generated record – such as paystubs, etc. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

<u>Retention Period</u>	<u>Incentive Payment</u>	<u>Cumulative Incentive</u>
3 Months	\$ 25.00	\$ 25.00
6 Months	\$ 25.00	\$ 50.00
9 Months	\$ 25.00	\$ 75.00
12 Months	\$ 50.00	\$125.00

✓ **Workshops and Conferences**

... Stipend Payment

Eligibility: Any participant who has participated in a WIA Workshop or Conference focusing on Leadership Development or any one of the 10 Elements. To be eligible for this incentive, the agenda for the workshop or conference must reflect a length of at least two (2) hours.

Benchmark: Successful completion of the time allotted Workshop/Conference with evidence of a signed Attendance Record and description of the Workshop/Conference (such as an agenda, program or brochure).

Payment:	<u>Conference Duration</u>	<u>Stipend Payment</u>
	<i>Less than 4 hours</i>	\$ 10.00
	<i>4 hours or more</i>	\$ 25.00

Documented by: Attendance records and detailed description of the Workshop/Conference - including date, time, and topic(s) -- and any follow-up documentation (such as a written report by the Youth on the Workshop/Conference).

⁷ The term “Younger Youth or In-School Youth,” in this context, refers to an eligible youth who is:

- (a) 14-18 years of age and attending secondary school (Younger Youth, in-school); *or*
- (b) 14-18 years of age and has dropped out of school (Younger Youth, out-of-school); *or*
- (c) 19-21 years of age and has not yet completed high school at the time of program registration (Older Youth, in-school).

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✓ **Summer and Night School** *... Stipend Payment*

- Eligibility:** Any participant who has been identified by a high school that the youth is in need of credits to graduate and earn a high school diploma.
- Benchmark:** Successful completion of Summer School or Night School by passing with a “C” or above for the semester.
- Payment:** \$50.00 per semester completed. (Payment may be repeated while the participant is in need of academic credits).
- Documented by:** Report card or other progress report from the school. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).

✓ **Summer Academic Enrichment** *... Stipend Payment*

- Eligibility:** Any participant who is enrolled in an approved⁸ Academic Enrichment program with the emphasis in increasing and/or maintaining the Reading and Math skills during the summer months. The Summer Academic Enrichment program also incorporates life skills and work readiness skills into the training curriculum. Summer Academic Enrichment programs may last from 2 – 8 weeks in length. Each program of Summer Academic Enrichment will offer 20 hours of activities per week or 30 hours of activities per week, depending upon the program design.

- Benchmark #1:** Successful completion of program with an 85% weekly attendance record and completion of class assignments.
- Payment:** For a program with 20 hours of activities per week: \$65.00 per week.
For a program with 30 hours of activities per week: \$100.00 per week.
- Documented by:** Weekly records of classroom attendance and completion of classroom assignments.

- Benchmark #2:** Achievement of a measurable increase in Reading skills (equivalent to a gain of 6 months or more).
- Payment:** \$25.00, payable after verification of post-TABE results.
- Documented by:** Pre & Post TABE results indicating an increase in reading skills of at least 6 months (grade equivalent).

- Benchmark #3:** Achievement of a measurable increase in Math skills (equivalent to a gain of 6 months or more).
- Payment:** \$25.00, payable after verification of post-TABE results.
- Documented by:** Pre & Post TABE results indicating an increase in math skills of at least 6 months (grade equivalent).

⁸ The hours, content and objectives of each program must be approved in advance by the COWIB’s CEO.

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✓ **“Brighter Futures in Transition”**

... Stipend Payment

- Eligibility:** Any WIA Youth program participant who is co-enrolled in the “Brighter Futures in Transition” project – a school-to-work summer program of the Division of Visual Services of the Oklahoma Department of Rehabilitation Services. This program provides planned work experience activities for student learners at the worksite of an employer. Pursuant to the rules of the Fair Labor Standards Act, participants engaged in the “Brighter Futures in Transition” project shall be regarded as student learners rather than employees of the COWIB or of the worksite.⁹
- Benchmark:** For each hour of work experience completed, each participant will qualify for a stipend payment.
- Payment:** \$5.85 / hour or an amount specified by the Department of Rehabilitation Services. This payment shall be made as an incentive payment to encourage participation in project activities – not as a wage.
- Documented by:** A valid timesheet describing the participant’s engagement with the project activities. (Timesheet to be completed on a DRS-supplied form).

⁹ See, “Child Labor Law, School-to-Work” on the internet at: http://www.oregon.gov/BOLI/TA/T_FAQ_Stw.shtml