

COWIB Standard Stipend Plan

Incentive Payments to WIA Youth Program Participants

PUBLISHED: November 9, 2009

This plan describes stipend payments and incentives that may be offered to customers served by WIA Youth Providers in the newly-expanded Central Oklahoma workforce investment area, including Cleveland County.

Effective Date: This plan shall be effective for benchmarks achieved on or after July 1, 2009.

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General Incentives for Participants
Available through all COWIB Youth Providers



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.
- 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).

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.

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. *These payment levels shall be effective for participants who received a certificate or degree on or after July 1, 2009.*
- 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	\$200.00	\$250.00
Associates Degree	\$200.00	\$250.00
Bachelor’s Degree	\$300.00	\$350.00

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,

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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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).

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

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

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*

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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>Retention Period</u>	<u>Incentive Payment</u>	<u>Cumulative Incentive</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

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.

(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.

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

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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, Academic Enrichment, Work Readiness, or any of the 10 Elements.

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>
(before 11-15-09)	Less than 4 hours	\$ 10.00
	4 hours or more	\$ 25.00

Payment: **\$ 7.25 per hour**
(after 11-15-09)

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).

See a sample Sign-In Sheet presented on the following page.

-
- (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).

COWIB Youth Program Sign In Sheet



Event: _____

Date: _____

	PRINTED NAME	SIGNATURE	TIME IN hh:mm	TIME OUT hh:mm	PHONE	CAREER COACH
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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28						

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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).

**Specific Incentive for Participants
Served through Youth & Family Services, Inc.**

Summer, 2009



**Completion of the Youth & Family Services
“World of Work” Workbook
(To Be Completed by July 31, 2009)**

... Stipend Payment

Eligibility: Any participant in the summer component of the COWIB Youth Program offered by Youth & Family Services (El Reno).

Benchmark: Completion of one or more of the 42 written exercises in the “World of Work” workbook.

Payment:	<u><i>Exercise</i></u>	<u><i>Stipend Payment</i></u>
	<i>Any Exercise in Part I ...</i>	<i>\$ 5.00 / each</i>
	<i>Any Exercise in Part II ...</i>	<i>\$ 5.00 / each</i>

A total cumulative payment of \$210.00 is potentially available to each participant who successfully completes all 42 exercises. Successful completion will be determined by a Youth & Family Services career coach or counselor. Criteria for determining successful completion of any exercise shall include an evaluation of the completeness of each answer, legibility of the written answers, and evidence of positive engagement by the participant. Participants may be required to ‘prove’ their work by responding to questions in a short interview covering workbook topics.

Documented by: Completed workbook exercises turned in by the participant to the Youth & Family Services career coach / counselor. Also: Completion of the score sheet (as shown on the next page).

Benchmarks for Completion of the "World of Work" Workbook Youth & Family Services

The workbook must be completed by July 31, 2009. *



Participant Name: _____
Participant ID Number: _____

Part I		
Page	Exercise	Completed?
12	Basic Addition	_____
13	Basic Subtraction	_____
14	Basic Multiplication	_____
15	Basic Division	_____
16	Simple Fractions and Mixed Numbers	_____
17	Money and Percents	_____
18	Estimating	_____
20	Spelling for the Job Seeker	_____
21	Spelling on the Job	_____
22	Vocabulary for the Job Seeker	_____
23	Vocabulary on the Job	_____
24	Using the Right Word	_____
26	Capitalization and Punctuation	_____
27	Simple Sentences	_____
28	Grammar	_____
29	More Grammar	_____
31	Job Notices	_____
32	Information for the Job Seeker	_____
33	Information for the Employee	_____
34	Memos on the Job	_____
35	Schedules on the Job	_____

Incentive Payment Earned:

Exercises Completed, Part I ... _____
 Exercises Completed, Part II ... _____
T O T A L _____

* Note: A total payment of \$210 is possible.
(42 exercises x \$5 per completed exercise)

Part II		
Page	Exercise	Completed?
38	Success: What is Yours?	_____
39	Values	_____
44	Goals and Steps	_____
45	Situations 1 - 8	_____
47	Self-Assessment of Goals	_____
50	"Assignment"	_____
55	"Let's Review"	_____
63	"Let's Review"	_____
64	You're the Job Hunter	_____
71	"Let's Review"	_____
72	You're the Job Hunter	_____
76	"Let's Review"	_____
77	You're the Job Hunter	_____
81	"Let's Review"	_____
84	"Let's Review"	_____
90	"Let's Review"	_____
94	"Let's Review"	_____
95	You're the Job Hunter	_____
102	"Let's Review"	_____
103	You're the Job Hunter	_____
113	Fill out the Application	_____

exercises completed x \$5 = \$ _____
 Incentive Earned

Career Coach / Scorer _____ (Date)

**Specific Incentives for Participants
Served through Arbor E&T, Inc.**

Summer, 2009



Summer Academic Enrichment 2009

... Stipend Payment

Eligibility:

Any participant who is enrolled in one of the COWIB's approved⁸ Academic Enrichment projects dedicated to the purpose of increasing and/or maintaining the Reading and Math skills during the summer months. As part of the COWIB's Summer Youth program "4 + 1" design, these projects allow participants to benefit from a structured Academic Enrichment activity one day per week while they are concurrently engaged in a Work Experience activity:

- Arbor: 14-24 years of age; 8:30am-4:30pm.
- Urban League: 16-24 years of age; 8:00am-5:00pm.
- Village Concepts: 16-24 years of age; 9:00am-4:00pm.

Benchmark:

Successful completion of the Academic Enrichment component with evidence of a signed Attendance Record. Payment will only be made for the days attended.

Payment:

<u><i>Project</i></u>	<u><i>Hourly Rate</i></u>	<u><i>Hrs/Day</i></u>	<u><i>Stipend Payment (per Class Session)</i></u>
<i>Arbor</i>	<i>\$ 9.00 / hr.</i>	<i>8</i>	<i>\$ 72.00</i>
<i>Urban League</i>	<i>\$ 9.00 / hr.</i>	<i>9</i>	<i>\$ 81.00</i>
<i>Village Concepts</i>	<i>\$ 9.00 / hr.</i>	<i>7</i>	<i>\$ 63.00</i>

Participants who are removed from any session for being disruptive or for any other disciplinary reason will not be eligible for a payment for that session.

Documented by:

Participant sign-in sheet.

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

**Specific Incentives for Participants
Served through STEPS, Inc.**



Work Readiness Skills Evaluation	12
Hourly Stipend for Work Readiness / Academic Enrichment	...				13
Bonus for Completion of 64 Hours of Academic Enrichment	...				13
KeyTrain Level Improvement	13
Attainment of a Career Readiness Certificate		14
WIA Workshop Series	15
Leadership Development	15
Tutoring	15
Adult Mentoring	16
Comprehensive Guidance and Counseling		16

Work Readiness Skills Evaluation

... Stipend Payment

Eligibility: Any youth program participant who participates in and completes a Work Experience activity prior to September 30, 2009.

Benchmark: The participant must attain a measurable increase in work readiness skills, as demonstrated by a pre- and post-assessment. The assessment will include an Evaluation of Skills conducted at the end of each pay period during the course of the Work Experience activity. The results of the Evaluation of Skills will be summarized in a numerical score.

Payment: *The amount of the incentive payment is variable, according to the following criteria:*

<u>Percent Increase</u>	<u>Payment</u>
≥ 10%	\$ 50.00
11 – 20%	\$ 75.00
> 20%	\$100.00

The “Percent Increase” attained by a participant will be calculated by observing the total score of the Evaluation of Skills for the youth’s first pay period and comparing it to the Evaluation of Skills for the youth’s final pay period.

Documented by: To document the attainment of the benchmark, copies of the participant’s Evaluation of Skills must be presented – for the first and final pay periods.

Hourly Stipend for Work Readiness and Academic Enrichment

... Stipend Payment

- Eligibility:** Any participant who has attended a work readiness activity and/or academic enrichment activity sponsored by STEPS, Inc.
- Benchmark:** Participation in one or more hours of a Work Readiness Workshop and/or Academic Enrichment activity prior to November 15, 2009.⁹
- Payment:** *\$ 6.55 / hour for each hour in attendance.*
- Documented by:** Signed and dated documentation such as: (a) Time and Attendance Records; or (b) Sign-In sheets.

One-Time Bonus for Completion of 48 Hours of Academic Enrichment

... Stipend Payment

- Eligibility:** Any participant who, during the course of the Summer 2009 program (prior to September 30, 2009), completes a cumulative total of 48 hours of Academic Enrichment activities.
- Benchmark:** Completion of 48 hours of Academic Enrichment activities.
- Payment:** *\$ 150.00.*
- Documented by:** Signed and dated documentation such as: (a) Time and Attendance Records; or (b) Sign-In sheets; or (c) a signed statement by a STEPS Youth Case Manager.

KeyTrain Level Improvement

... Stipend Payment

- Eligibility:** Any youth program participant who chooses to use the KeyTrain computer-based training system to improve his/her skills in one or more of the following workplace skill areas: Locating Information; Applied Mathematics; or Reading for Information. To be eligible for this stipend, the participant must first take the KeyTrain pre-test in order to establish the participant's baseline skill levels.
- Benchmark:** The participant must attain a measured increase in one or more of the workplace skill areas. An increase will be measured using the KeyTrain system. For example:
- In the "Locating Information" skill area, the participant may – depending on his / her pre-test results – advance to Level 1, 2, 3, 4, 5, 6, or 7. At each level, the participant has an opportunity to complete a proficiency test. The test must result in a score of 80 or better.

⁹ After November 15, 2009, this incentive will not be available. However, participants may qualify for the "Workshops and Conferences" stipend that is described on Page 6 of this Plan.

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- In the “Applied Mathematics” skill area, the participant may – depending on his / her pre-test results – advance to Level 1, 2, 3, 4, 5, 6, or 7. At each level, the participant has an opportunity to complete a proficiency test. The test must result in a score of 80 or better.
- In the “Reading for Information” skill area, the participant may – depending on his / her pre-test results – advance to Level 1, 2, 3, 4, 5, or 6. At each level, the participant has an opportunity to complete a proficiency test. The test must result in a score of 80 or better.

NOTE: A participant’s pre-test may show that the participant is “exempted” from testing at some lower levels of proficiency. A benchmark payment will be awarded only for those levels that the participant actually achieves through testing. (No stipend payment is available for completing the pre-test).

Payment: *\$ 10.00 for each level of proficiency attained in each skill area.*

Documented by: To document the attainment of proficiency at each level, the KeyTrain system will produce a personalized certificate showing the participant’s name, workplace skill assessed, and skill level achieved.

Attainment of a Career Readiness Certificate *... Stipend Payment*

Eligibility: Any participant who completes a WorkKeys test Career Readiness Certificate at the Bronze, Silver, or Gold level.

Benchmark: Completion of a Career Readiness Certificate, as documented by a WorkKeys Skill Report. Completion levels are defined as follows:

<u>Type of Certificate</u>	<u>Locating Information</u>	<u>Applied Mathematics</u>	<u>Reading for Information</u>
Bronze	Score \geq 3 <i>and</i>	Score \geq 3 <i>and</i>	Score \geq 3
Silver	Score \geq 4 <i>and</i>	Score \geq 4 <i>and</i>	Score \geq 4
Gold	Score \geq 5 <i>and</i>	Score \geq 5 <i>and</i>	Score \geq 5

Payment: *\$100.00 for achieving a Bronze level certificate;
\$150.00 for achieving a Silver level certificate;
\$200.00 for achieving a Gold level certificate.*

Documented by: A Career Readiness Certificate showing the participant’s name and type of certificate earned; or a WorkKeys Individual Skill Report showing the Level Score for each of the three test areas: Locating Information; Applied Mathematics; and Reading for Information.

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WIA Workshop Series

... Stipend Payment

- Eligibility:** Any participant who, during the 2009 – 2010 school year, has attended any in a series of evening workshops offered by the Cleveland County Workforce Center. The workshops are designed to run 3 to 4 hours in length. The first set of workshops will focus on the development of career interests and employment goals.
- Benchmark:** Successful completion of each session prior to November 15, 2009.¹⁰
- Payment:** *\$ 25.00 per session.*
- Documented by:** Attendance records and detailed description of the Workshop -- including date, time, and topic(s).

Leadership Development

... Stipend Payment

- Eligibility:** Youth program participants who attend and complete a leadership development activity or specified activities as described for Leadership.
- Benchmark:** Successful completion of each session prior to November 15, 2009.¹¹
- Payment:** *\$ 25.00 per session.*
- Documented by:** The participant's ISS must describe the participant's "need" for leadership development as an appropriate program activity. An entry in the participant's OSL record must document the date of the activity and the participant's attendance and completion.

Tutoring

... Stipend Payment

- Eligibility:** Youth program participants for whom a need for tutoring is indicated in their Individual Service Strategy. The tutoring activity must have started prior to October 31, 2009.
- Benchmark:** Successful completion of a tutoring activity resulting in a demonstrated increase in test, quiz, or homework scores.
- Payment:** *\$ 25.00 per academic subject covered by the tutoring.*
- NOTE: Non-cash incentives may also be used for attending and completing this activity, school supplies or any other item that may be of interest and appropriate for youth – not to exceed a purchase price of \$25.00, including tax.
- Documented by:** The participant's ISS must describe the participant's "need" for tutoring as an appropriate program activity. Also, an entry in the participant's OSL record must document the delivery of the tutoring services – including subject, test, quiz or homework increase.

¹⁰ After November 15, 2009, this incentive will not be available. However, participants may qualify for the "Workshops and Conferences" stipend that is described on Page 6 of this Plan.

¹¹ After November 15, 2009, this incentive will not be available. However, participants may qualify for the "Workshops and Conferences" stipend that is described on Page 6 of this Plan.

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Adult Mentoring

... Stipend Payment

Eligibility: Youth program participants for whom a need for mentoring is indicated in their Individual Service Strategy. The mentoring activity must have started prior to October 31, 2009.

NOTE: WIA Youth participating in the Norman, Oklahoma “Bridges” program are not eligible for this incentive.

Benchmark: Successful participation in an Adult Mentoring activity in duration of at least 12 months (that may occur during and/or after program participation).

Payment: *\$ 75.00.*

NOTE: Non-cash incentives may also be used for attending and completing this activity, school supplies or any other item that may be of interest and appropriate for youth – not to exceed a purchase price of \$75.00, including tax.

Documented by: The participant’s ISS must describe the participant’s “need” for tutoring as an appropriate program activity. Also, an entry in the participant’s OSL record must document the delivery of the mentoring services – including a case note or follow-up note identifying the mentor’s or provider’s name, address and contact information as well as progress for the 12 month period.

Comprehensive Guidance & Counseling

... Stipend Payment

Eligibility: Youth program participants for whom a need for comprehensive guidance and counseling is indicated in their Individual Service Strategy. The activity must have started prior to October 31, 2009.

NOTE: WIA Youth participating in the Norman, Oklahoma “Bridges” program are not eligible for this incentive.

Benchmark: Successful participation in Comprehensive Guidance and Counseling for a duration of at least 3 months (that may occur during and/or after program participation).

Payment: *\$ 75.00.*

NOTE: Non-cash incentives may also be used for attending and completing this activity, school supplies or any other item that may be of interest and appropriate for youth – not to exceed a purchase price of \$75.00, including tax.

Documented by: The participant’s ISS must describe the participant’s “need” for tutoring as an appropriate program activity. Also, an entry in the participant’s OSL record must document the delivery of the comprehensive guidance and counseling services – including a case note or follow-up note identifying the counselor’s or provider’s name, address and contact information as well as progress for the three (3) month period.