

Region 4 Workforce Board Youth Participant Payment Policy

PURPOSE: This policy covers payments to youth for supportive services and other participant payments. It also provides direction on work experience, incentives and stipends.

REFERENCES: DWD Policy 2004-17, TTGB 2006-11, DWD Memorandum: Interim Guidance on Youth Eligibility Guidance and Data Validation

CONTENT: This policy sets forth the rationale and procedures for providing and funding payments to youth.

I. Youth

The maximum expenditure for services for youth will be **\$5500** per individual per program year (Exceptions must be approved by the One Stop Operator). Funds may be expended for training, stipends, incentives, internships, or supportive services listed below.

A. Supportive Services - Youth

Supportive services are one of the 14 program elements as options available to youth. Supportive services are services that are necessary to enable a youth to participate in program activities. These may include:

- Linkages to community services
- Transportation
- Child care and dependent care
- Referrals to medical services
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.
- Assistance with books, supplies, exam/lab fees, equipment or required or essential clothing for training and/or education

Supportive services may be in-kind aid, cash assistance, or payable through arrangements with other agencies and may also be provided during the 12th month follow-up period after exit.

All youth co-enrolled in WIOA are eligible to receive supportive services consistent with the following principles:

- Supportive services will be available for: Linkages to community services, transportation, childcare and dependent care, assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.
- Assistance with books, supplies, exam/lab fees, equipment or required or essential clothing for training and/or education
- The youth is in need of supportive services. This need must be documented through the inclusion of a case note in TrackOne AND through the development of a youth budget through a financial aid or budgeting workshop, an e-learning session or one-on-one review that identifies the specific financial need(s) being addressed.
- Supportive services MAY be provided when, in the best judgment of a team member, the service will enable the youth to take full advantage of the employment and/or training services being provided. This judgment is to be made as a result of the assessment process (which begins with an initial assessment). During the assessment process with each eligible youth, the specific issues of transportation, child care, or other supportive services should be reviewed to determine if supportive service needs exist.
- Funding is available to support the provision of such services.

- The need for supportive services and the strategy for addressing this need are detailed in the youth's case notes attached to the appropriate supportive service and in the Individual Employment Plan (IEP) (when training is provided). Emergency supportive service needs must be detailed in appropriate case notes.
- With the assistance of the team member, the youth must exhaust all available resources (e.g., Trustees, child care vouchers) before supportive services can be provided. A statement of the effort to examine such other resources must be reflected in appropriate TrackOne case notes.

The maximum amount that may be used to cover the costs of supportive services for one individual youth is **\$1500**- per person, per program year. To provide more than **\$1,500** in supportive services or for any exception to this policy requires the approval of the Region 4 Workforce Board (R4WB) designee. A request to exceed the specified limit will be forwarded to the R4WIB designee. The request should be via email and the approval shall be remitted via email.

Supportive services will be available to youth's determined to be in need of such services for the duration of their participation.

The provision of accurate information must be made available to youth.

1. **Transportation Assistance**

- Youth will be provided either bus tokens/passes, mileage reimbursement or prepaid gas cards to address transportation needs. In communities where public transportation systems exist, bus tokens/passes should be utilized if appropriate.
- For all other situations where transportation assistance is required, prepaid gas cards or mileage reimbursement should be used.
- When prepaid gas cards or mileage reimbursement are needed, staff may use up to \$.20 cents per mile of estimated travel to determine the appropriate amount of prepaid gas cards to provide the youth. The calculation used to determine the amount of gas cards provided should be reviewed in the case note.
- All staff must maintain and sign a log sheet to record the distribution of all bus tokens/passes and prepaid gas cards. In the rare event that bus tokens/passes, mileage reimbursement or prepaid gas cards are not appropriate for a youth; cab fare may be purchased if needed.
- **Youth participants must sign for the receipt of all gas cards.**

2. **Automotive Repairs/Maintenance (limited to individuals with Occupational Training)**

If necessary, WorkOne West Central will assist youth with the repair of their automobile. When assisting with such a repair, the following guidelines must be followed (any deviation from this policy needs to be approved by the R4WIB designee):

- The repair amount must not exceed \$1000.00
- The youth must obtain two written estimates from two vendors regardless of amount.
- If the variance between two estimates is greater than 20%, the youth will need to obtain three estimates regardless of the repair amount.
- If the youth's vehicle is not drivable and must be towed to a service station, only one estimate is required in order to eliminate the need to pay for multiple towing charges to each vendor. However, there must be documentation attached to the estimate indicating that the vehicle was not drivable and required towing.
- Before automotive repairs can be authorized, proof of valid driver's license, car insurance, and registration must be obtained and copies must be placed in the youth's file. Proof of registration must be in the youth's name (a parent's name may also be on the registration if the youth is a youth).

- Vehicle repair amount cannot exceed value of vehicle per vendor.
- Youth may only be provided with automotive repair assistance once during the lifetime of their participation. Additional requests must be approved by the R4WIB designee via the Regional Coordinator.
- For automotive repairs, payment will only be made to vendors, selected on the basis of the estimates provided. Payments will not be made directly to the youth.

3. **Childcare Assistance (limited to individuals with Occupational Training)**

Once other child care options have been exhausted, it may be necessary to provide certain youth with child care assistance. A licensed day care facility or provider must be used. The youth must first investigate a minimum of three child care options and review both the cost and quality of care at each facility. The service provider will reimburse the standard fee charged by the facility to a maximum of \$100/week per child. To arrange for this assistance, the team member must adhere to the following guidelines:

- A completed Child Care Agreement that has been signed by both the youth and the child care provider. This agreement will detail the children to be covered by WorkOne West Central, the hours per week for which day care has been approved, and the amount(s) to be paid to the child care provider.
- For each child to be covered in the Agreement, proof of the relationship of the child to the youth must also be provided. This can be documented through the use of birth certificates, court papers, or other appropriate sources.
- To initiate the child care service, the team member should issue a Purchase Order (PO) to the child care vendor, with appropriate copies to their fiscal dept.
- Providers will be responsible for submitting an invoice for payment consistent with the provisions of the child care agreement. As a reminder, the child care provided will also need to complete a W-9 form and return it to fiscal before any payments can be issued.

Childcare assistance may only be issued for up to one-month. Youth can request additional amounts after sufficient proof of attendance and progress is determined by the WorkOne team member. This can be in the form of an attendance sheet, official grades, or progress report.

4. **Work Related Clothing and Equipment**

As required, WorkOne West Central may assist youth with clothes and/or equipment that are required for interviews and/or work assignments. This could include interview-quality clothing, required work uniforms and shoes, and appropriate tools and safety equipment as required by employers. The maximum amount is \$1,000 per person, per program year.

- Three quotes must be obtained if \$300 or more in work tools/equipment are being purchased; however, three quotes will not be required for work/training related clothing (including work boots)

When work tools/equipment are provided to a youth, the team member must have the youth sign an agreement to return the purchased tools to WorkOne West Central in the event of job loss or separation.

Supportive services other than those mentioned above must be approved by the R4WIB designee prior to authorization

B. Stipends and Incentives – Youth

Reasonable incentives (see youth incentive policy) and stipends are allowable expenditures, provided that the provision of an incentive or stipend is included in the youth's individual assessment and service strategy. All service providers who wish to provide stipends and incentives must submit their policies for such payments to the R4WIB designee for approval prior to issuing such payments. The ability to provide stipends and incentives will be determined by funding levels on a year to year basis.

C. Combinations- Youth

Youth can be paid for an entire day of work if at least 51% of the youth's time is spent in work experience with the rest of the day in some other type of allowable training activity. For example, a youth spends 4 hours/day in work experience and 3 hours/day in HSE preparation. The youth can be paid for seven hours (includes paid work experience and incentive payment for HSE preparation time).

D. On-the-Job Training- Youth

This service strategy for eligible youth is allowable, when it is appropriate; based on the needs identified by the objective assessment of an individual youth.

Youth in on-the-job training shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in the Fair Labor Standards Act or the applicable state or local minimum wage law.

E. Work Experience and Internships - Youth

Work experiences, including internships and job shadowing, are one of the 14 program elements that must be made available for youth. Paid and unpaid work experiences for youth are planned structured learning experiences that take place in a workplace for a limited period of time. Work experience workplaces may be in the private for-profit sector; the non-profit sector; or the public sector. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide the youth with the opportunities for career exploration and skill development. The employer may benefit from the activities performed by the youth but that is not the primary goal of the work experience activity. Work experience may be subsidized or unsubsidized and may include the following elements:

- Instruction in employability skills or generic workplace skills
- Exposure to various aspects of an industry
- Progressively more complex tasks
- Internships and job shadowing
- Integration of basic academic skills into work activities
- Supported work, work adjustment and other transition activities
- Entrepreneurship
- Service learning
- Paid and unpaid community service
- Other elements designed to achieve the goals of work experiences

II. Administrative Provisions

Allowances, earnings and payments to youth participating in these activities shall not be considered as income for the purposes of determining eligibility. The amount of income transfer and in-kind aid furnished under any federal or federally assisted program based on need other than as provided under the Social Security Act shall not be considered as income for determining eligibility.

III. Tracking and Reporting of Participant Obligations in TrackOne

An obligation is defined as the financial commitment made by WorkOne West Central staff person to an enrolled youth.

- Obligations must be posted for all client training and supportive services activities in TrackOne utilizing the Track One Fiscal module.
- The total amount of funds to be obligated must be recorded in the "Enrollment Accounts" field in TrackOne.
- Select an activity/service which requires an obligation and then select the appropriate Program Enrollment.
- Select the appropriate account the funds are to be obligated against, record a date and amount, and save the record.
- Accounts for travel and child care expenses should be estimated and entered into TrackOne. Obligations need to be entered as transportation and child care payments are issued.
- Obligations for emergency support services should be entered as soon as the obligation amount is known.

If a youth is enrolled in a classroom training activity, the youth's progress in completing this activity will be reviewed on a regular basis or at midterm. When supportive services are requested, progress will be reviewed at each time of request or monthly. If a youth displays chronic attendance problems, an authorization to suspend all or part of these supportive services may be issued. The rationale for this decision should be described in the TrackOne case notes.

Effective: July 2015

Attachment A

Region IV Workforce Board
Client Budget Worksheet

Client, SS #: _____

Date: _____

Monthly Income	Amount
Wages Earned:	
TANF	
Food Stamps	
Social Security	
Retirement	
WIC	
Child Support	
Property Income	
Work Study	
Other	
Other	
Other	
TOTAL INCOME:	\$ -
TOTAL INCOME:	\$ -
TOTAL EXPENSES:	\$ -
BALANCE/DEFICIT:	\$ -

Monthly Fixed Expenses:	Amount
Rent / House Pmt:	
Car Pmt(s)	
Insurance	
Medical/ Dental	
Perscriptions	
Loan 1	
Loan 2	
Loan 3	
Credit Card 1	
Credit Card 2	
Credit Card 3	
Other	
Other	
Other	
Other	
TOTAL FIXED EXPENSES:	\$ -

Monthly Variable Expenses:	Amount
Food	
Clothing	
Transportation	
Child Care	
Entertainment	
Toiletries	
Medical/Dental	
Water	
Gas	
Trash	
Electric	
Telephone	
Other	
Other	
Other	
TOTAL VARIABLE EXPENSES:	\$ -

By signing below, I agree that the above information is true and accurate. I realize that falsification could lead to suspension of all assistance.

Client's Signature

Date

Case Manager's Signature

Date