



## **Lehigh Valley Workforce Development Board, Inc.**

### **Supportive Services/Incentives/Needs-Related Payments/Stipend Policy Effective as of July 1, 2016**

**References:** Workforce Innovation and Opportunity Act of 2014 (WIOA)  
Training and Employment Guidance Letter (TEGL) WIOA No. 3-15  
Training and Employment Guidance Letter (TEGL) WIOA No. 26-13  
Training and Employment Guidance Letter (TEGL) WIOA No. 06-14  
Proposed 20 Code of Federal Regulations (CFR) 681.570  
Workforce system Policy No. 05-2015, Dec. 23, 2015  
EARN Program Policy and Procedures Manual, Appendix A, PY 15-16  
Title V 20 CFR Part 641

#### **Purpose:**

The purpose of this policy is to establish criteria by which the one-stop operator may provide supportive services/incentives/needs-related payments/stipends necessary to participate in workforce activities funded by the WIOA Title I Adult and Dislocated Worker, Youth, Employment Advancement and Retention Network, and the Title V Senior Community Services Employment Program.

#### **Background:**

Workforce guidance and regulations call for a coordinated focus on the provision of supportive services/incentives. These supports may only be provided to participants who are in career or training activities and unable to obtain supportive services through other programs or agencies. They must be provided in a manner necessary to enable individuals to participate in career or training services. The one-stop operator may establish durational and monetary limits to the provision of these services.

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and a support service authorized by WIOA Section 134 (d)(3) for adults and dislocated workers and proposed 20 CFR 681.570 for youth. The provision of needs-related payments is a discretionary local area activity.

Stipends are fixed and regular small payments made to WIOA Youth during his or her enrollment to encourage participation in specific activities.

#### **Policy:**

##### Supportive Services/Incentives

The Lehigh Valley Workforce Development Board, Inc. (LVWDB), based on funding availability, provides supportive services/incentives to eligible participants who meet program engagement requirements in individualized career and training activities. Supportive services may include transportation assistance, required materials/supplies, clothing, background checks, medical screenings, and industry-recognized certifications.

Determination of need will be established during the development of an individual service plan. The referral to and coordination with outside agencies will be investigated prior to the use of LVWDB supportive services funding.

Needs-Related Payments

The LVWDB is currently not providing needs-related payments to WIOA participants.

Stipends

The LVWDB is currently not providing stipends to WIOA enrolled youth.

**Procedures:**

Attached WIOA Supportive Services Guidelines, SCSEP Supportive Services Guidelines

**WIOA Title I Supportive Services Procedure  
for Adults and Dislocated Workers**

<b>QUALIFYING ACTIVITIES</b>	<b>SUPPORTIVE SERVICES</b>	<b>DELIVERY METHOD</b>	<b>DURATION</b>
<b>Directed Job Search, Intensive Job Club, Workshops, Remediation</b>	Transportation	1-Day Bus Passes	Active program participation Renewable with a needs redetermination by Career Advisor after a 30 day period
		One* \$15.00 gas card issued per week for participation in workforce development activities. (*additional cards may be issued with Career Advisor authorization)	Active program participation Renewable with a needs redetermination by Career Advisor after a 30 day period
<b>Training and Work Experience</b>	Supplies/Materials/Related Expenses (documented parking costs, required supplies, safety equipment, clothing, criminal background checks, motor vehicle reports, permits, physicals, drug and alcohol screenings, immunizations, and industry-recognized certification exams)	Costs reimbursed quarterly with receipt(s) verifying payment	Active service participation
	Transportation	1-Day, 10-Ride, or 31-Day Bus Passes  Weekly \$15.00 gas card (s) issued per mileage rate: 0-30 miles per week – 1 card 31-60- miles per week – 2 cards 61-90 miles per week – 3 cards 91-120 miles per week – 4 cards 121-150 miles per week – 5 cards	
<b>Transitional Unsubsidized Employment Services</b>	Unsubsidized Employment Transitional Support  (including, but not limited to, transportation expenses, clothing, and required materials/supplies)	Transportation One 31-Day Bus Pass or weekly \$15.00 gas card issued per mileage rate: 0-30 miles per week – 1 card 31-60- miles per week – 2 cards 61-90 miles per week – 3 cards 91-120 miles per week – 4 cards 121-150 miles per week – 5 cards	Initial one-month period of employment

**Lehigh Valley WIOA Youth Program  
Incentive Procedure**

Please see individual Youth Program Incentive Plan and Procedure as outlined in Agreements.

## **Senior Community Service Employment Program**

### **Supportive Services Procedure**

- All participants are offered an annual physical at the grantee's expense not to exceed \$75.00.
- All Participants are offered transportation services in the form of bus passes when they are initially assigned to a Host Agency, also when an unexpected need arises (to be determined on a case by case basis).
- Criminal and Child Abuse background checks when required by Host Agency.
- Equipment such as safety glasses, work shoes, uniforms, if required by Host Agency, in order to perform tasks required by their job description.

## **EARN Benchmark Payment Procedure**

### **Job Placement and Retention Incentives:**

An EARN job seeker recently hired will be awarded a benchmark payment gift card upon submission of the first and second full paystubs documenting the initial first four consecutive weeks of employment at a minimum of 80 hours per month.

Benchmark payments will also be issued for months one through five upon submittal of work hour documentation at scheduled intervals based on 80 hours of employment for a month. Benchmark payments can be earned at the end of a successful six month retention period upon verification of the sixth consecutive month of hours worked at a minimum of 80 hours for that month. In addition, a bonus incentive will be awarded at the end of a continuous 6 month period of retention with the same employer.

The following are the minimum requirements regarding job retention contacts:

- Upon verified employment start and submittal of first, full 2 week pay stub and second, full 2 week pay stub combined to total an average of:
  - 80 hours, \$150.00 benchmark payment card issued
  - 120 hours, \$200.00 benchmark payment card issued
  - 160 hours, \$250.00 benchmark payment card issue
- Upon continued verification of the first, second, third, fourth, and fifth months of hours worked at an average of:
  - 80 hours/month, \$60.00 benchmark payment card issued for each respective month validated
  - 120 hours/month, \$80.00 benchmark payment card issued for each respective month validated
  - 160 hours/month, \$100.00 benchmark payment card issued for each respective month validated
- Upon continued verification of the sixth consecutive month of hours worked at a minimum of:
  - 80 hours/month, \$120.00 benchmark payment card issued
  - 120 hours/month, \$160.00 benchmark payment card issued
  - 160 hours/month, \$200.00 benchmark payment card issued
- Upon continued verification of the sixth consecutive month of hours worked at a minimum of 80 hours/month with the same employer, \$150.00 bonus incentive card issued.
- Upon CIS (Client Information System) verification of TANF cash closure a 31 day bus pass or a gas card in the amount of \$50.00 will be issued monthly for 2 consecutive months of verified employment.
- Upon TANF closure and a return to program direct recruiter services, a 31 day bus pass or a gas card in the amount of \$50.00, may be issued.

This retention policy is dependent on documented wage and hour verification and scheduled contacts with the Career Advisor. The Career Advisor will verify and document employment and provide the recently hired participant with a schedule of the specific weeks in which contacts will be scheduled. Pay stub documentation must be submitted within two weeks of pay issuance date in order to qualify for scheduled incentives.

**If an employed participant loses employment and obtains another unsubsidized job, he or she will not be eligible for any benchmark incentives previously received.**

All job retention incentives will be awarded as gift cards. Gift cards can be issued at above mentioned scheduled intervals or accumulated and issued as a lump sum, with the exception of bus passes and monthly gas cards. A maximum amount not to exceed \$1200.00 can be issued upon successful completion of the post-placement enrollment.