

NORTH CENTRAL COUNTIES CONSORTIUM

**CLASSROOM TRAINING &
INCENTIVE BONUS PAYMENT PROCEDURE**

I. Purpose

To establish a procedure for paid classroom training time and incentive bonus payments for youth age 14-24 participating in NCCC's formula youth program, the American Recovery and Reinvestment Act (ARRA) or 15% programs.

II. Background

Section 129 (a) (5) of WIA states that use of funds for youth activities may include incentives for recognition and achievement to eligible youth. Section 664.460 (c) (1) and (5) states that work experience may include instruction in employability skills or generic workplace skills and the integration of basic academic skills into work activities. Section 664.410 (3) states that one of the ten program elements is summer employment opportunities directly linked to academic and occupational learning.

WIA Directive WSD08-8 states that wages may be paid for participation in classroom-based training when work experience is coupled with classroom training.

III. References

WIA 129 (a) (5)
WIA 129 (c) (2) (D)
WIA 129 (c) (2) (G)
Title 20 CFR Section 664.410 (3) & (7)
Title 20 CFR Section 664.440
Title 20 CFR Section 664.460
Title 20 CFR Section 664.470
Title 20 CFR Section 664.600 (b)
WIA Directive WSD08-8, Subject: ARRA Summer Youth Employment Program
State Q&A #67

IV. Incentive Bonus Procedure

A. Maximum Award

All youth age 14-24 participating in Youth programs may receive incentive bonus payments providing all criteria for each payment has been met. The total amount of incentive bonus payments for any one youth may not exceed **\$500.00**.

B. List of Incentive Bonus Payments

The list of incentive bonus payments, criteria to be met and documentation requirements are outlined below:

- 1. Secondary School Grades** – youth age 14-21 who are attending secondary school and the case manager has determined that they are at risk of not fulfilling their graduation requirements may be paid for their school grades in required classes needed for graduation as follows:

A's - \$30.00 each B's- \$20.00 each C's- \$10.00 each

Documentation: report cards (limit to four times in a school year and will include grades for required classes needed for graduation)

- 2. Literacy/Numeracy Gain** – Out-of-school youth who are Basic Skills Deficient and increase one functioning level in either math or reading may be paid **\$50.00** for each increase.

Documentation: basic skills pre and post-tests

- 3. GED/High School Diploma** – youth age 14-24 who are either credit deficient or a dropout may be paid **\$100.00** upon completion of either a GED or high school diploma.

Documentation: verification from school of attendance that the participant is credit deficient or verification of dropout status (i.e. letter from last school of attendance or applicant statement) and a copy of the GED certificate or high school diploma

- 4. Workshop Attendance** – youth age 14-24 who attend specific workshops as listed below may be paid **\$25.00** per workshop attended:

- Anger Management
- Alcohol/Substance Abuse
- Parenting
- Workshops designated by the One-Stop (i.e. budgeting, preparing tax returns, getting along with others)

Documentation: workshop attendance records

5. **Perfect Attendance for the Summer Youth Program** – youth age 14-24 who have perfect attendance may be paid **\$50.00** upon completion of the Summer Youth Program. Perfect attendance is defined as attending everyday throughout the entire Summer Youth Program. The incentive/bonus payment form should be submitted with the final time card for payment.

Documentation: work experience attendance records

C. Payment Requirements

NCCC service providers must follow all Internal Revenue rules related to payments of bonuses.

D. Incentive Bonus Payment Form

An Incentive Bonus Payment form shall be utilized to record and authorize payments. A sample of such a form is attached and includes the minimum content required by NCCC.

V. Paid Classroom Training Time

Classroom training time may be paid for Work Readiness and Academic classes when linked to a work experience. Participants may be **paid the same hourly wage** as they are paid on work experience. Classroom training hours will be reported on the work experience time card located in the classroom training section.

INCENTIVE BONUS PAYMENT

COUNTY: _____

STAFF: _____

Social Security #



Last Name: _____

First _____

Grant Code: _____

Date of Request: _____

		# of Incentives	Total			# of Incentives	Total
Secondary School Grades				GED/H.S. Diploma	\$100.00	<input type="text"/>	\$ -
A's	\$30.00	<input type="text"/>	\$ -	Workshop	\$25.00	<input type="text"/>	\$ -
B's	\$20.00	<input type="text"/>	\$ -				
C's	\$10.00	<input type="text"/>	\$ -				
Perfect Attendance	\$50.00	<input type="text"/>	\$ -	Literacy/Numeracy	\$50.00	<input type="text"/>	\$ -
Total Payment						\$	-

Reviewed and Approved By: _____ Date: _____
 Rev. 6/09

**NORTH CENTRAL COUNTIES CONSORTIUM
 INCENTIVE BONUS PAYMENT REQUEST**

COUNTY: _____

STAFF: _____

Social Security #



Last Name: _____

First _____

Grant Code: _____

Date of Request: _____

		# of Incentives	Total			# of Incentives	Total
Secondary School Grades				GED/H.S. Diploma	\$100.00	<input type="text"/>	\$ -
A's	\$30.00	<input type="text"/>	\$ -	Workshop	\$25.00	<input type="text"/>	\$ -
B's	\$20.00	<input type="text"/>	\$ -				
C's	\$10.00	<input type="text"/>	\$ -				
Perfect Attendance	\$50.00	<input type="text"/>	\$ -	Literacy/Numeracy	\$50.00	<input type="text"/>	\$ -
Total Payment						\$	-

Reviewed and Approved By: _____ Date: _____
 Rev. 10/10