

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:

1. 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:

2. Anger Management
3. Alcohol/Substance Abuse
4. Parenting
5. 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 through out 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. Payroll Requirements

All youth receiving incentive bonus payments must be set up on NCCC's payroll system and payments may be subject to federal, state and Social Security taxes. The following documents must be submitted: Payroll Master, I-9, W-4 and a copy of the participant's Social Security card. With the exception of Summer Youth two Payroll Masters must be completed if the participant is enrolled in work experience and receiving an incentive/bonus payment. If you have previously completed and submitted a W-4, I-9 and social security card please re-submit copies of these documents with the 2nd Payroll Master.

D. Pay Dates/Payment Process

Payments to participants will be made during the regular bi-weekly work experience payroll schedule. An Incentive Bonus Payment Request form shall be used for requesting incentive bonus payments (**see attachment**). The form is an Excel document and may be completed on the computer or handwritten. If it is completed using the Excel program, formulas are built in to calculate all total sections based on the number of requests for each incentive bonus payment, including the total payment due.

Two payment requests appear on each form, please cut the second form from the bottom of the page prior to submission to NCCC.

The request form shall be completed as follows:

1. Complete the top portion with the county program that the participant is enrolled in, participant's name as it appears on the payroll information form and Social Security card, correct Social Security number, name of staff, program grant code, and date of request.
2. Complete the section that identifies the type of incentive bonus payment(s), # (number) of requests, total of each type of incentive bonus payment and total of incentive bonus payments to be paid.
3. The request must be signed and dated by the Program Operator staff having the review and approval authority. It is the staff's responsibility to ensure each request complies with the rules of this procedure, that the application is properly completed, and that appropriate supporting documentation is maintained in the

participant's file. Do not forward supporting documentation to NCCC with payment request.

E. Form Submission

Incentive Bonus Payment Request forms will be submitted to NCCC based on the same due dates as work experience time cards. These request forms will be co-mingled with the work experience time cards prior to submission to NCCC. There are two possible scenarios for submission and are outlined in **Attachment I** of this procedure.

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 / WORK EXPERIENCE / PAYROLL
FORM SUBMISSION**

<p align="center">Work Experience plus Incentive Bonus Payment</p>	<p align="center">Incentive Bonus Payment Only <submit in time card batch></p>
<ul style="list-style-type: none"> • 301, 103,107, 415 or 417 MIS Documents • Payroll Master • W-4 (bottom half only) • I-9 • Copy of Social Security Card 	<ul style="list-style-type: none"> • 301, 103,107, 415 or 417 MIS Documents (if applicable) • Payroll Master • W-4 (bottom half only) • I-9 • Copy of Social Security Card
<p><i>Attach bonus payment form to the back of the timecard. Submit in timecard batch.</i></p>	<p align="center"><u><Adding Work Experience – complete another Payroll Master></u></p> <ul style="list-style-type: none"> • MIS Documents • Payroll Master • W-4 (bottom half only) • I-9 • Copy of Social Security Card <p><i>Attach bonus payment form to the back of the timecard. Submit in timecard batch.</i></p>

415– Older Youth (18-24) Program
417 – Younger Youth (14-17) Program

**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		\$ -
A's \$30.00		\$ -			
B's \$20.00		\$ -	Workshop		\$ -
C's \$10.00		\$ -			
Perfect Attendance \$50.00		\$ -	Literacy/Numeracy		\$ -
			Total Payment		\$ -

Reviewed and Approved By: _____ Date: _____

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Perfect Attendance \$50.00		\$ -	Literacy/Numeracy		\$ -
			Total Payment		\$ -

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