

AMERICAN REINVESTMENT AND RECOVERY ACT ONLY POLICIES AND PROCEDURES
--

LWIA #5 KCDEE and River Valley WIB

To	All WIA Title I-B Staff, and WIA Title I-B Sub-Recipients	SUBJECT AREA	ARRA Youth Stipends
From	KCDEE Administration	POLICY NUMBER	ARRA
Approval Date	April 28, 2009	EFFECTIVE DATE	May 1, 2009

SUBJECT: PAYMENT OF YOUTH STIPENDS

PURPOSE:

To establish policy related to classroom-based stipends in LWIA #5, and implement fair and equitable procedures for dissemination of Recovery Act funds for classroom-based stipends. This includes, but is not limited to setting appropriate financial limits, establishing attendance requirements, and creating policies related to the appropriate documentation of such payments. Policy direction is necessary in order to ensure that all WIA Title I-B staff and LWIA #5 sub-recipient staff that will be implementing services and activities on behalf of KCDEE under the Recovery Act make fair, consistent, and equitable determinations for youth served with Recovery Act funds, and to establish and implement sound administrative procedures.

REFERENCES:

DCEO WIA Policy Letter No. 08-ARRA-01, Change 1 and references found within.

BACKGROUND:

A. DCEO WIA Policy Letter No. 08-ARRA-01 dated 4/14/09 sets out specific minimum requirements for inclusion in LWIA stipend policies. These are:

1. The provision of stipends must be included in the student's individual service strategy.
2. The rate identified in the above-referenced policy letter is to be the calculation of the number of class hours attended times the current Illinois minimum wage rate in effect at the time, less FICA.
3. Successful participation in and completion of the classroom based activity must occur for the stipend to be paid.

This LWIA #5 policy will automatically adjust to any state modifications related to the payment and/or rate allowable for classroom-based stipends.

B. Qualifying Factors

1. WIA eligible youth, accepted by the LWIA Title I-B staff or WIA-youth funded service provider, and
2. Enrolled in classroom-based activity approved by KCDEE, during period for which stipend has been earned.

AMERICAN REINVESTMENT AND RECOVERY ACT ONLY POLICIES AND PROCEDURES

C. Disqualifying Factors

1. Failure to meet the qualifying criteria for participation.
2. Failure to participate at an acceptable level. If a student's participation level falls below 80% for the period for which classroom-based stipend payments are being made, the participant will be ineligible for any stipend payment for the affected week. If the student's attendance falls below 80% again in the second week, the student will be ineligible for any stipend payment for that 2-week period.
3. Failure of the student to follow through on their Individual Service Strategy or comply with the program/services agreement.

D. Approval Process. WIA Title I-B staff or WIA youth-funded service provider may authorize the issuance of classroom-based stipends for successful participation in approved ARRA youth activities in accordance with this policy. Attendance records that include actual hours of participation and verification of successful completion of the classroom-based activity must be documented and signed by the student and verified by instructional staff and program personnel for the authorization of payment to the student for successful completion.

E. Submission and Tracking

A voucher for student stipend payments to be used during this temporary summer and/or Recovery Act program is attached herein. The above approval process must be implemented and the payment voucher with all appropriate signatures used to authorize payment. This document must be included in Reimbursement Request invoices. A copy of all paid vouchers must be placed in the participant's file.

F. Other Related Concerns.

WIA Title I-B staff or WIA youth-funded service provider staff shall inform participants of the requirements for and definition of successful participation, provide students with a payment schedule and distribution process for the stipends, and advise students of disqualifying factors that result in loss of stipends.

Exceptions to this policy may be considered based on unique, unforeseen participant situations. All requests for exceptions to attendance requirements noted in this procedure must be submitted by the case manager to the appropriate supervisory personnel or authorized WIA Title I-B sub-recipient for consideration and final approval prior to payment. Documentation supporting the approval of an exception must accompany the paid voucher.

EXPIRATION

June 30, 2011.

ATTACHMENTS:

1. ARRA Voucher for Payment of Stipends