

Genesee County Job Development Bureau WIA Eligible Supportive Services Policy

A WIA funded participant will be limited to \$1000 in supportive services reimbursement per program year. All supportive service costs must be reasonable, necessary and appropriate for the participant's employment plan, allowable under the Workforce Investment Act, and justified based on the participant's economic needs. In addition to the items identified as supportive services in the GLOW WIB Supportive Services Policy, other supportive services that are deemed necessary and appropriate for the participant's employment plan, based on the participant's economic need, maybe approved by the Genesee County E&T Director. When WIA funding is determined to be limited in Genesee County, this policy may be suspended in whole or in part by the Genesee County E&T Director. All decisions by the Director are final. The services that will be covered include:

- Mileage limited to ITA participants or OJT trainees with no financial resources until first OJT paycheck received, as deemed necessary and appropriate by the E&T Director based on demonstrated need.
- Testing Fees/Licensing Fees/Certification Fees
- Supplies, Clothing, Tools & other related items required for ITA Training or Unsubsidized Employment Pre-Hire
- Supplies, Clothing, Tools & other related items that are OJT trainee prerequisites required by the OJT employer for Hire.
- Youth Stipends and Youth Incentive Cards to reward participation and completion of program milestones. Please refer to Genesee County Youth Stipend and Incentive Policy.
- Other services deemed necessary and appropriate by the E&T Director based on demonstrated participant need.

Effective January 1, 2014



GENESEE COUNTY CAREER CENTER

JOB DEVELOPMENT BUREAU

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GENESEE COUNTY JOB DEVELOPMENT BUREAU

WIA Youth Stipend and Incentive Policy

- A. Youth Stipend Payments - Youth enrolled in WIA funded classroom programs that have attendance and participation requirements for their program activities will be eligible to receive youth stipend payments. The amount of the stipend payment will be defined by the duration of the classroom activities in the program narrative for the WIA Youth Program. The hourly rate for stipend payments will be \$7.50 per hour.**
- Attendance will be defined as reporting to the program ready to work, on or before the official start time of the session. Those youth who notify the Youth Program Staff prior to the start of the session of their anticipated absence or tardiness, will not be penalized for an unexcused absence, if the reason is justified. The youth must have an 80% attendance rate and no unexcused absences to qualify for the stipend payment for the program.
 - Participation will be defined as actively adding to the class discussion, through voicing an opinion, asking a question regarding the topic that is being discussed, acting appropriately during the entire class by respecting staff, fellow participants, and guest speakers, and completing all assigned work.
 - Depending on the specific program design, as defined in the program narrative of the WIA Youth Program, stipends may be available for completing additional work, which is above and beyond the standard course work for the classroom program. In order for youth to qualify for these additional stipends, they must be stated in the program narrative and funding established to pay them. Examples could include:
 - On session days where extra work is offered through homework, an additional \$7.50 will be given for the properly completed homework.
 - Youth who stay after to clean the classroom will be given an additional \$7.50 for the day.
 - Youth who complete a career project presentation will be given an additional \$7.50 for the day they present.
 - Youth participating in community service projects such as Family Game Night or other events, will earn \$7.50 per hour worked while participating in the event outside of the usual hours for the program.
- B. Incentive Cards- Each youth who completes the WIA funded Youth Program will receive a \$50 incentive card when they submit a copy of their High School Diploma or other recognized training credential to the Youth Program Staff. Each youth receiving an incentive card must complete and sign a WIA Youth Program Incentive Card Receipt, as documentation they received the card.**
- Participant of the Year- Should the occasion occur when a participant has earned this award for 90% or better attendance, completing all assignments, becoming a leader in the group, and their dedication to the program, the participant will be eligible to be considered for the Participant

of the Year Award. The Youth receiving the Participant of the Year Award will receive a \$50 incentive card as recognition.

**GENESEE COUNTY JOB DEVELOPMENT BUREAU
WIA YOUTH PROGRAM INCENTIVE CARD RECEIPT**

I _____, acknowledge that I have received a \$50 gift card for completion of the _____ WIA Youth Program, satisfying all the participation and attendance requirements. I understand that this incentive card is to assist me with the purchase of school or work supplies.

Participant Name

Date

Witnessed by

Date

**GENESEE COUNTY JOB DEVELOPMENT BUREAU
WIA YOUTH PROGRAM PARTICIPANT OF THE YEAR AWARD CARD RECEIPT**

I _____, acknowledge that I have received a \$50 gift Card for being the _____ WIA Youth Program's Participant of the Year. This was given for satisfying all the participation and attendance requirements. I understand that this incentive card is to assist me with the purchase of school or work supplies.

Participant Name

Date

Witnessed by

Date