LOWER SAVANNAH WIOA INSTRUCTION NUMBER: PY’19-001

TO: See Distribution List

ORIGINAL DATE: February 4, 2020
EFFEFFECTIVE DATE: February 4, 2020

SUBJECT: POLICY and PROCEDURES GOVERNING STIPENDS FOR YOUTH WIOA PARTICIPANTS

PURPOSE: The purpose of this Instruction is to provide information and guidance to Lower Savannah Workforce Development Area (LSWDA) sub-recipient organizations regarding the region’s Policy and Procedures Governing Supportive Services Assistance on behalf of Workforce Innovation and Opportunity Act (WIOA) Participants.

BACKGROUND: The LSWDA routinely issues Instructions to its sub-recipient organizations regarding Policies and Procedures for handling various situations relating to Workforce Development within the Region.

POLICY: Adults and Dislocated Workers are not eligible to receive stipends. Guidelines and some additional requirements are listed below. The ability to make stipend payments on behalf of Youth WIOA participant is based on the availability of WIOA funds.

Definition of Stipends per SCWOS: Stipends provide monetary support while participating in a work, education, and/or training experience.

- Stipends shall be awarded after successful completion of work readiness workshops:
  - According to the PY 15-005 Work Based Learning and Work Experience instruction, youth participants need to complete two (2) workshops prior to being placed on the worksite. One workshop is required from Category 1 (Employability Skills) and one workshop is required from Category 2 (Employer Expectations).

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An Equal Opportunity Employer/Program. Auxiliary aids and services are available to individuals with disabilities upon request.
The stipend award amount shall not exceed $50.00.

The stipend is to be paid to the WIOA Youth participant directly by
  - Entering the appropriate youth activity code into SCWOS
  - Entering a corresponding voucher and a voucher payment
  - Closing out the activity code, and
  - Entering a corresponding case note.

INQUIRIES: Direct all inquiries regarding this instruction to the Lower Savannah Council of Governments’ Workforce Development Staff, Lower Savannah Council of Governments, Post Office Box 850, Aiken, South Carolina 29802-0850, telephone 803-649-7981, fax 803-649-2248, or e-mail abanderson@ls cog.org.

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Workforce Development Administrator

Distribution: LowerSavannahWDA website