



BURLINGTON COUNTY WORKFORCE DEVELOPMENT BOARD
SUPPORT SERVICES/INCENTIVES/NEEDS-RELATED
PAYMENTS/STIPENDS POLICY

DATE: October 15, 2021

PURPOSE

The Burlington County Workforce Development Board, as the Governor’s chosen administrative entity for the Workforce Innovation and Opportunity Act in Burlington County, is authorized to issue interpretations and exceptions as supported by applicable law, rules, and regulations of the Workforce Innovation and Opportunity Act (WIOA).

The purpose of this policy is to establish criteria by which the provision of supportive services/incentives/needs-related payments/stipends necessary to participate in workforce activities funded by the WIOA Title I Adult and Dislocated Worker, Youth Programs and Work First NJ Programs.

BACKGROUND

Workforce guidance and regulations call for a coordinated focus on the provision of supportive services/incentives. These supports may only be provided to participants who are in career or training activities and unable to obtain supportive services through other programs or agencies. They must be provided in a manner necessary to enable individuals to participate in career or training services. The WIOA Title I Manager may establish durational and monetary limits to the provision of these services.

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and a support service authorized by WIOA Section 134 (d)(3) for adults and dislocated workers and proposed 20 CFR 681.570 for youth. The provision of needs-related payments is a discretionary local area activity.

Stipends are fixed and regular small payments made to WIOA Youth during his or her enrollment to encourage participation in specific activities.

Incentives 20 CFR 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement

of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR 200.” DOL included the reference to the Uniform Guidance at 2 CFR 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must follow the Cost Principles in 2 CFR 200. For example, Federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

Incentives must be for recognition of achievement of milestones in the program tied to work experience, education, or training. This could include improvements marked by attainment of a credential or their successful outcome. Use of incentives for recruitment, submitting eligibility documentation or general participation in the program is not allowed with WIOA funds.

POLICY

Supportive Services/Incentives

The Burlington County Workforce Development Board, based on funding availability, provides supportive services/incentives to eligible participants who meet program engagement requirements in individualized career and training activities. Supportive services may include transportation assistance, required materials/supplies, clothing, background checks, medical screenings, technology required to fulfill program and training needs, and industry-recognized certifications.

Determination of need will be established during the development of an individual service plan. The referral to and coordination with outside agencies will be investigated prior to the use of Burlington County Workforce Development Board supportive services funding.

Needs-Related Payments

The Burlington County Workforce Development Board is currently not providing needs-related payments to WIOA or Work First NJ participants.

Stipends

The Burlington County Workforce Development Board is currently not providing stipends to WIOA enrolled youth or Work First NJ enrolled participants. However, if warranted in the future we will exercise the option.

PROCEDURE

Please see individual Youth Program Incentive Plan and Procedure as outlined in Agreements.
Please see individual Work First NJ Incentive Plan and Procedure as outlined in Agreements.

REFERENCES

- WIOA Sec. 134; 20 CFR 680. et al
- 20 CFR 681.570
- 20 CFR 681.640
- TEGL 3-15
- NJWIN 10-16 (A)
- NJWIN 1-17 (Y)
- Work First NJ Program Policy and Procedures Manual