

## **SCWIB Scholars Policy**

The Scholars program is designed for out of school youth, ages 16 to 24, who did not complete high school. The program is an opportunity in which the “job” of the youth is to work toward and obtain a High School Equivalency (HSE) credential.

### **Criteria**

Participants must be a WIOA youth participant who has not completed high school. Participants are tested using the Test of Adult Basic Education (TABE) administered by the AEL center.

### **Selection**

Participants will complete an application. The WIOA Youth Career Manager will review all applications and make selections.

### **Design**

Once accepted into the Scholars program, the participant must participate in the local AEL program. The local AEL service provider will work in conjunction with the WIOA service provider to ensure the participant is given the appropriate materials in order to progress and be successful. Participants will attend AEL classes for a set number of hours, depending on site location, per week.

A performance review will be conducted bi-weekly of participation in the Scholars program. The performance review will cover attendance, personal motivation and attitude, communication skills, and overall progress in the program. Once the evaluation is completed, the WIOA case manager will determine if participant is staying on track.

### **Worksite Agreement/Training Plan**

Worksite Agreements will be completed by the appropriate staff prior to the placement of the participant. All original Worksite Agreement forms will be maintained in a separate file. Copies of each agreement will be placed in the participant file.

1. A Worksite Agreement between the program operator and the Scholars Program employer will be used in this activity. A worksite Agreement is required for each individual worksite.
2. The hourly wage will be state minimum.
3. Program Operator will be considered the employer of record and will provide worker’s compensation coverage to the participant.
4. WIOA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays or absences. Overtime is prohibited.

Worksite Agreement must be signed by the Employer/Authorized Representative and sub-contractor’s authorized representative before it is valid. General Assurances will be reviewed with the employer prior to signature of the document.

### **Work Experience Training Plan:**

A joint analysis between the AEL Instructor and WIOA Youth Career Manager must be completed for each participant placed in the activity. Each skill to be developed must be listed on the Training Plan signed by the employer. Skills listed should be attainments that will enhance the client's Educational Functioning Levels (EFLs), work history, and assist them in becoming more employable. The training plan will be completed by the WIOA Youth Career Manager in collaboration with the AEL instructor and the participant. Training plans must be completed and signed by both the participant and the employer prior to the start date of the activity. The original will be placed in the participant file. Copies will be given to the participant and the employer.

### **I-9 Documentation/ State and Federal W-4:**

The Youth Career Manager must complete the I-9 before the start of the assignment. The I-9, with copies of the supporting documentation, will be placed in the participant file after E-Verify is complete. E-Verify must be completed within (3) business days of the start of the Scholars. Program. Participants must complete and sign both the MO W-4 and the Federal W-4.

Participants will be paid state minimum wage per hour and will complete a timesheet per pay period. All time and attendance records must be completed in ink and do not allow for the use of "liquid paper," "white out," correction tape or other types of correction materials. To record changes, the entry must be struck out with a single line, and the supervisor and the participant must initial the change being entered. Changes by the WIOA Youth Career Managers during their review will be noted by staff and a telephone notification made to the supervisor and participant as to the change. As described in the assurances, the participant shall not be paid for lunch breaks, holidays, and absences. The youth must enter the day and month, actual date, the specific times, and the number of hours worked that date. Supervisor must review the time sheet for accuracy. The time sheet must be signed and dated by the participant, worksite supervisor and approved by the WIOA Youth Career Manager. Payroll checks for hours worked are only to be issued from the approved time sheet.

Participants who do not attend minimum required hours will be subject to disciplinary action to include:

1st offense – Verbal Warning

2nd offense – Written Warning

3rd offense – Final Written Warning

4th offense – Termination

### **Incentives**

Participants will be eligible to receive incentives upon attaining HSE.

### **Supportive Services**

Supportive services will be available to eligible participants. This may include HSE testing fees, approved clothing purchases, supplies, and other items deemed necessary for participation in the WIOA activity.