

Region VI Workforce Investment Board 107-109 Adams St, Ste 140 Fairmont, WV 26554	Stipend Attendance Policy Date December 21, 2001
---	--

Region VI Guidance Letter NO. A/D-02

To: All Job Service Managers
All WORK4WV Centers
All APMC Staff
All Local Service Providers

From: Region VI Workforce Investment Board, Inc.

Subject: Stipend Attendance Policy

Purpose: Attendance requirements

Reference: Sections 101, 122, 134, 181, 195 of the Workforce Investment Act and 20 CFR Part 663 Subpart C-E, and Sections 667.268 – 667.275

Background: The Workforce Investment Act identifies the Individual Training Account as the primary means of providing training to individuals. The Region VI ITA system is designed to provide customer choice. Region VI also is able to make provisions in order to provide services, which is in the best interest of the local service area.

Policy: The stipend committee from Region VI has recommended that for Region VI trainees to be eligible for stipend funds, that individuals be required to attend training 80% of the training hours available for that stipend period.

A student cannot make up the hours by attending extra hours or by averaging the next stipend period's time. Once the student misses the 80% requirement for a stipend period, it is lost payment for that entire period and cannot be regained.

EXAMPLE: A student's class met for 10 hours during a stipend period. For that student to be eligible for the two dollars an hours stipend; he/she would have had to attended class/training for a minimum of 8 hours.

Action: The recommendation to change the ITA Policy by the stipend committee was presented to the Region VI Executive Board Members and was approved on December 13, 2001. The effective date of this policy will begin January 16, 2002.

Expiration Date: Effective until rescinded or modified by the Region VI Workforce Investment Board.