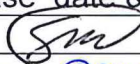

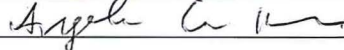




## POLICY OF EMPLOYINDY

<b>Policy Name</b>	YouthBuild Indy
<b>Policy Number</b>	2017 - 001
<b>Program Funding Stream</b>	DOL YouthBuild/WIOA Youth
<b>Executive Team Approval</b>	(please date & initial below)
CFO	4/3/17 
COO	4/3/17 
<b>President Approval</b>	4/4/17 

REV	Description of Change	Author	Effective Date	Review Date
	Reissued and Replaces policy #2010-SD-002, YouthBuild Indy	R. Francis	Upon Approval	6/30/18

### 1. Purpose

This policy provides a general overview of the EmployIndy YouthBuild Indy (YBI) program and establishes guidelines related to trainee stipends, performance incentives, and disciplinary procedures.

### 2. Scope

To provide general information on YBI and guidance for the design and operation of the program with respect to trainee stipends and certain disciplinary procedures.

### 3. Summary of the Law, Rules, and Governing Policies

DOL-funded YouthBuild sites are covered by the Workforce Innovation and Opportunity Act (WIOA). The federal YouthBuild program is specifically authorized in 29 U.S.C. § 3226 Subsection (c)(2)(F) of this section authorizes the use of federal YouthBuild funds for "wages, stipends, or benefits" to program trainees.

### 4. Responsibilities

EmployIndy Youth Services Department is responsible for providing guidance on the policy and for periodic review of the policy.

EmployIndy contracted service providers will be responsible for implementation of this policy.

## 5. Policy Statement

### Program Overview

All YBI participants must meet the YouthBuild eligibility criteria. Participants must meet the following requirements:<sup>1</sup>

- Be between the ages of 18 and 24 at the time of enrollment
- Be a Marion County resident
- Not hold either a high school diploma or high school equivalency HSE diploma (or, if a holder of such a diploma, must be assessed as basic skills deficiency in either reading, math, or both).
- Be one of the following:
  - Low-income, meaning that the family income does not exceed 80% of the median income for the area as determined by the Secretary of HUD;<sup>2</sup>
  - In foster care or aging out of foster care;
  - A youth offender;
  - A youth with a disability;
  - A child of incarcerated parents; or
  - A migrant youth
- Successfully complete Mental Toughness prior to enrollment into the program.<sup>3</sup>

YBI trainees will receive training Monday-Friday for approximately 36 weeks. The length of program days (or precise start/end times) may vary, but for the most part, the program will be equivalent to a full-time work day. YBI trainees spend at least one-half of the training cycle receiving customized HSE, career exploration, work/college readiness and personal/leadership/community development training in a classroom setting. Trainees spend the other half of the program cycle working to earn a DOL-recognized, Level 1 Craft Skills certification from the National Center for Construction Education and Research (NCCER).<sup>4</sup> To earn the certification, trainees must demonstrate construction skill proficiency by 1) passing written examinations on each of the Level 1 skill areas and 2) demonstrating hands-on capability in those same skill areas in a real construction setting. As in previous YBI cycles, trainees will demonstrate their hands-on capability by participating in the rehabilitation of a vacant home.

EmployIndy has contracted with several third-party contractors who will provide oversight and/or training service delivery for YBI trainees (including Operations/Core services, HSE instruction and Construction Instruction and Training). Among other duties, the Operations/Core Services provider is responsible for distribution of trainee stipends. Stipends will be based on

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<sup>1</sup> 29 U.S.C. § 3226(e)(1)(A)

<sup>2</sup> See the following for the median income levels: <https://www.huduser.gov/portal/datasets/il/il16/FY16-IL-in.pdf>

<sup>3</sup> U.S. Department of Labor, Training and Employment Guidance Letter No. 14-09, "Mental Toughness/Orientation Allowable Costs in a YouthBuild Program."  
[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2861](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2861).

<sup>4</sup> See 29 U.S.C. § 3226(e)(3) for requirements regarding minimum time devoted to educational services and activities.



participation in program activities (as documented in the program's attendance and other records). Attendance records shall be kept for individual days and aggregated weekly to reflect the calculation and distribution of weekly stipends.

### **Trainee Stipends and Incentive Awards**

YBI trainees will receive a daily stipend for all training activities. This stipend is provided as a needs-based resource to assist YBI's low-income trainees with expenses related to their daily participation in YBI (e.g., transportation, educational supplies, etc.) The amount of the stipend will be \$15 per day or \$75 per week. The stipend is uniform for classroom and construction activities because the principal aim of both types of activity is to provide training opportunities specifically tied to prerequisites for earning DOL-recognized credentials. Stipends will be paid weekly for a five day maximum.

Beginning with week seven of the program, YBI participants will be eligible for additional weekly incentive payments based on meeting specific performance criteria established at the start of each program cycle by the Operations/Core Service provider. Beginning with week 13, YBI participants will be eligible for an additional weekly incentive payments, again based on meeting additional performance criteria.

### **Trainee Discipline**

Disciplinary infractions are listed in the Trainee Handbook created by EmployIndy for YouthBuild Indy. This policy allows YouthBuild Indy's contracted service providers to apply several progressively more serious corrective measures (including suspension and/or termination from the program) in response to trainees' non-compliance with program standards and goals. Per the YBI Handbook, the YouthBuild Indy Operations/Core Services provider may deviate from the sequence of progressive penalties, depending on the seriousness of the infraction. However, YouthBuild Indy trainees may not be terminated from the program without the permission of EmployIndy

### **Co-Enrollment**

YBI participants may be co-enrolled in other programs such as WIOA (Youth or Adult), YES (Youth Employment Services), and Project Indy (YouthWorks). To do so, all other eligibility aspects of the co-enrollment program must be met and funding must exist to support the co-enrollment.

### **Drug Screen**

All participants who are 18 and older must follow DWD's Participant Drug Screen Policy.<sup>5</sup> All participants may be required to participate in a drug screen at YBI's discretion.

## **6. Exceptions**

EmployIndy may alter its eligibility requirements for YouthBuild Indy upon a showing of good cause as long as those requirements do not violate the terms of EmployIndy's Statement of Work with the U.S. DOL or federal or state law, regulation, or policy.

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<sup>5</sup> DWD Policy: WIOA (181)-P1, "Workforce Innovation and Opportunity Act Participant Drug Screening." [http://www.in.gov/dwd/files/WIOA\\_Drug\\_Screen\\_Policy\\_-\\_6-8-15\\_2-45.pdf](http://www.in.gov/dwd/files/WIOA_Drug_Screen_Policy_-_6-8-15_2-45.pdf).

YouthBuild may serve individuals who are 16 or 17 years old at the discretion of the Youth Services Department. If an individual who is 16 or 17 years old is approved, the participant may be required to participate in a drug screen at YBI's discretion.

No more than 25% of participants in a program who are 16-24 but are otherwise ineligible may be served if they meet one of the following requirements:

- Are basic skills deficient, despite attainment of a high school diploma or high school equivalency (HSE); or
- Have been referred by a local secondary school for participation in the YBI program leading to the attainment of a secondary school diploma.<sup>6</sup>

Drug Screen: All participants, including participants who are 16 or 17, may be required to be participate in a drug screen at YBI's discretion.

## 7. Definitions

**Stipend:** a non-taxable, fixed, regular, and needs-based payment made to YouthBuild Indy trainees during the program cycle (classroom and construction training components). These stipend payments are provided to cover travel, study supplies, and other related expenses that directly or indirectly affect the trainees' ability to participate in and complete the program.

**Incentive Payment:** a payment made to a participant for meeting specific objectives of the program. Examples for incentive payments would include payments for attendance, securing diplomas or credentials and obtaining/retaining employment. The accomplishments tied to the incentive payments can vary, but must be in-line with the objectives of the program.

**Mental Toughness:** an intensive two-week bridge program experience that focuses on preparing YouthBuild students for successful transition into college, career, and community leadership pathways.<sup>7</sup>

## 8. Related Policies and Documents

EmployIndy Residency Policy (2015-022)  
YouthBuild Indy Trainee Handbook

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<sup>6</sup> 29 U.S.C. § 3226(e)(1)(B)

<sup>7</sup> [http://dybhelp.youthbuild.org/knowledge\\_base/topics/glossary](http://dybhelp.youthbuild.org/knowledge_base/topics/glossary)