Dutchess County Workforce Development Board
3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

"Driving economic growth through Workforce Partnerships"

Board Meeting Agenda
September 24, 2026

1. Call to Order, establish quorum — Sheila Appel

2. Welcome — Sheila Appel

3. Motion(s)
    - Motion to approve the minutes May 28, 2026, Board Meeting.
    - Consent Agenda
        - To accept the Modified PY25 Budget
        - To accept the modified Youth Stipend & Incentive Policy
        - To accept the OJET Supportive Services & Other Allowable Expenses Policy
        - To accept the new Record Keeping Policy

4. Executive Directors Report
    - Fiscal Report
        - Current PY 26 Operating Budget
        - Current Cash Budgets and Obligations
        - Checks received from vendors
        - Progress of Bonadio
        - NYSDOL– no unresolved findings
        - NYSDOL Performance Negotiation Results
            - PY25 Performance Challenges

    PROGRAM
        - Business Impact Statement
        - Dutchess County Early Childhood Coalition
        - SYEP/YEP 2026
        - Upcoming Events
        - ED Report

5. New Business — Sheila Appel

6. Adjourn — Sheila Appel

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"Driving economic growth through Workforce Partnerships"

Board Meeting Minutes

May 28, 2026

Members in Attendance: Laine Belmonte, Jodi DeLucia, Nicole Fenichel-Hewitt, Theresa Giovanniello, Janice Green, Linda Hannigan, Jaime Hyla, Peter Jordan, Richard Kleban, Jeanne Lipscomb, Michael McCormack, Theresa Morley, Chris Murley, and Jessica Treybick.

Members Excused: Sheila Appel, Adam Albertelli, Mary Jane Bertram, Jim Devitt, Garrett Dyal, Johnnieanne Hansen, LaQuesha Matthews-Reed, and Brandon Walker.

Others in Attendance: Dr. Louise McLoughlin (Executive Director), A. Dushaj, S. Portis, T. Ragni, and DCWORKS staff.

1. Call to Order, establish quorum — Michael McCormack

Chair Sheila Appel was excused; Mr. Michael McCormack presided over the meeting. Mr. McCormack called the meeting to order at 8:02 AM and a quorum was established.

2. Welcome — Michael McCormack

Mr. McCormack welcomed everyone to the Board Meeting and asked for a moment of silence for long-term board member Paul Mancarella. He then welcomed the Board's new member, Janice Green, and asked her to introduce herself.

3. Motion(s) — Michael McCormack

Mr. McCormack asked for a motion to approve the minutes of the February 19, 2026 Board Meeting. He stated that the minutes are in the board packet and reflect the discussions, actions, and motions taken during that meeting, and requested a motion to approve them as presented. Theresa Giovanniello made the motion, and Jaime Hyla seconded it. The motion carried.

Motion:	Theresa Giovanniello
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

Mr. McCormack asked Dr. McLoughlin to explain the motion to approve the PY26 WIOA Operating Budget. Dr. McLoughlin asked Ms. Dushaj to explain the motion. Ms. Dushaj stated that the PY26 Draft Operating Budget reflects a decrease in overall operating expenses from $1.296 million in PY25 to approximately $1.229 million for Program Year 2026. The budget maintains core operational and program support functions while reducing costs primarily through lower personnel expenses at the 191 Main Street (DCWORKS) location. Most non-personnel expenses remain consistent with the prior year, with continued investment in IT, memberships, conferences, and facility operations. Reductions in staff training and office equipment contribute to overall savings while maintaining essential workforce development services and organizational operations. Jessica Treybick made a motion, which was seconded by Jaime Hyla. The motion carried.

Motion:	Jessica Treybick
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

Motion: Accept and ratify the actions approved by the Executive Committee as outlined in the Executive Committee April 2026 Consent Agenda; approve the recommendations and expenditures presented in the May 2026 Consent Agenda; and authorize the Procurement/Contract Committee and/or Executive Committee to review, select, and approve vendors and contracts associated with the Adult/DW and Youth Workshop RFPs currently in process. (See attached Consent Agenda — it was read to the Board by Dr. McLoughlin. Mr. McCormack asked if there were any questions and there were none.)

Motion:	Jaime Hyla
2nd:	Theresa Giovanniello
YES:	12
NO:	0
Abstained from voting:	2
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

Motion to approve the PY26 WIOA Youth Services Contract with the Chamber Foundation in the amount of $450,000.

The Dutchess County Workforce Development Board issued the WIOA Youth RFP on April 9, 2026, with mandatory Letters of Intent due April 30, 2026 at 4:00 PM and proposals due May 12, 2026. Despite the procurement being publicly released and reissued, the WIB did not receive any Letters of Intent or significant interest from potential providers other than the Chamber Foundation. Given the limited response and the fact that the Chamber Foundation currently holds a contract with additional renewal options available, staff recommended that the Board exercise the contract renewal rather than pursue a sole-source procurement process. This approach allows staff to spend the next month refining and strengthening the scope of work and program expectations while ensuring continuity of youth services without unnecessary delays or administrative burden.

Motion:	Linda Hannigan
2nd:	Michael McCormack
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

Motion to approve the PY26 One-Stop Center Operator Contract with S. Ugolini Consulting, LLC in the amount of $55,000.

The Dutchess County Workforce Development Board issued the WIOA System Operator and Center Operator RFP on April 9, 2026, with mandatory Letters of Intent due April 30, 2026 at 4:00 PM and proposals due May 12, 2026. Following minimal interest and no meaningful responses, the RFP was reissued on May 1, 2026, extending the Letter of Intent deadline to May 25, 2026 and the proposal deadline to June 1, 2026. Despite the reissue, the Board received little substantive interest for the Center Operator role. Given the operational need to ensure continuity of services at DCWORKS and the existing contract relationship with S. Ugolini Consulting for One-Stop Operator services, staff recommended proceeding with the available contract renewal/extension option rather than pursuing a sole-source procurement process. This approach allows the Board and staff to focus on refining the scope of work, strengthening performance expectations, and ensuring uninterrupted workforce services while avoiding additional procurement delays and administrative burden.

Motion:	Nicole Fenichel-Hewitt
2nd:	Theresa Giovanniello
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

Motion to approve the Contract and Procurement Committee recommendation and/or Executive Committee approval for the PY26 WIOA System Operator upon completion of the RFP review process.

The original RFP was issued on April 9, 2026, reissued on May 1, 2026, and the reissued RFP is scheduled to close on June 1, 2026.

Motion:	Theresa Giovanniello
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

Motion: To authorize the Executive Director and/or designated fiscal staff to submit requests to the New York State Department of Labor for transfers of WIOA Title I-B Adult, Dislocated Worker, and Administration funds, as permitted under NYSDOL Technical Advisory #17-6, for Program Year 2025, in compliance with all applicable federal and state requirements.

Mr. McCormack asked Dr. McLoughlin to explain this motion. She explained that it authorizes the Executive Director and/or designated fiscal staff to submit requests to NYSDOL for the transfer of WIOA Title I-B Adult, Dislocated Worker, and Administration funds during Program Year 2025, as permitted under NYSDOL Technical Advisory #17-6. The transfer authority provides Local Workforce Development Boards with flexibility to align funding resources with changing workforce and participant service needs throughout the program year. Transfers between Adult and Dislocated Worker funding streams, as well as transfers of Administration funds back to originating program funds, help ensure effective utilization of available resources while maintaining compliance with federal and state regulations. Approval allows staff to respond efficiently to programmatic and fiscal needs, maximize service delivery, and ensure continued access to workforce services for eligible participants.

This motion was **tabled for more discussion at the next meeting of the Executive Committee Meeting.**

4. Executive Director's Report **Dr. Louise McLoughlin**

Mr. McCormack asked Dr. McLoughlin for her Executive Director's report. Dr. McLoughlin asked Ms. Dushaj to give the fiscal report.

Fiscal Report

Ms. Dushaj reported that Dutchess County experienced funding reductions across all WIOA formula allocations for PY2026 compared to PY2025. The combined Adult, Dislocated Worker, and Youth allocation decreased by approximately 17.4%, with the largest reduction occurring in the Adult Program at 25.2%. Youth funding declined by 21.9%, while Dislocated Worker funding saw a smaller decrease of 5.8%.

PY26 Allocations

Program	PY 2026 Allocation	PY 2025 Allocation	Change	% Change
Adult Program	$389,727	$520,804	($131,077)	-25.17%
Dislocated Worker Program	$566,507	$601,184	($34,677)	-5.77%
Youth Program	$496,093	$635,420	($139,327)	-21.93%
Adult, DW & Youth Combined	$1,452,328	$1,757,408	($305,081)	-17.36%

Operating Budget as of 5/18/26

The PY25 budget reflects a total annual budget of approximately $1.3 million, with $727,863 spent year-to-date, or about 56% of the total budget. Personnel costs remain the organization's largest expense, totaling $568,247 YTD across both locations, while non-personnel expenses are currently at $159,616 and generally tracking within budget. Major operational investments include IT, memberships, rent, and conference/events, with several budget lines still showing little or no spending, indicating room for planned expenditures later in the fiscal year.

Current Funding Levels

This fiscal monitoring sheet tracks available funding, projected expenditures, and contracted obligations for the Adult and Dislocated Worker programs to ensure compliance with spending and obligation timelines. PY24 funds are being actively managed to ensure they are fully spent by the closeout deadline, while PY25 funds are substantially obligated through contracts, ITAs, OJTs, and workforce activities to support continued program operations and participant services.

NYSDOL/USDOL – Monitoring/Audit

The NYSDOL PY24 Consolidated Annual Fiscal Review identified several administrative and procedural findings related primarily to documentation, procurement, inventory tracking, and fiscal processes. Importantly, the review identified no questioned costs or misuse of funds, and many of the findings reflected procedural or documentation issues rather than financial mismanagement. Since the review, DCWIB worked collaboratively with NYSDOL to address all findings through updated policies, strengthened internal controls, improved documentation procedures, and additional board oversight measures. All findings have now been fully resolved and corrective actions accepted by NYSDOL.

In addition, DCWIB participated in a USDOL monitoring review this year. The review was focused on NYSDOL oversight and statewide administration of workforce programs, with Dutchess County and New York City selected as local areas for review. At this time, DCWIB is awaiting scheduling of the final exit conference and any formal feedback or recommendations.

Procurement & Contracts Committee

Dr. McLoughlin recognized and thanked the new Procurement and Contracts Committee for their time and commitment. Staff worked through several approaches to improve communication and oversight and have established a streamlined process using Google Forms, which allows the team to efficiently share information, collect feedback, document decisions, and maintain records. This process has improved communication, documentation, and oversight while ensuring continued board involvement and compliance with NYSDOL procurement and oversight requirements. Under this process:

1. RFPs are first shared with the committee for review and input.
2. DCWIB staff then evaluate and score proposals and identify the top contenders.
3. The committee receives the top proposals along with staff scoring sheets through Google Forms for independent review.
4. The committee can then approve the recommendation, request additional information, or ask to meet with potential vendors before a final decision is made.

Program

SYEP 2026

The following Summer Youth Employment Program (SYEP) 2026 allocations were presented to the Board:

Agency / Program	Amount to Fund	Number of Youth
Charlia Frank Inc.	$30,000.00	10
City of Beacon Recreation – Rec Crew	$16,501.27	6
Community Matters 2 (CM2)	$110,000.00	20
Cornell Cooperative Extension – Green Teen	$30,000.00	11
North East Community Center (NECC) – Teen Jobs	$30,000.00	11
Nubian Directions II – YEOP	$74,000.00	20
Positive About Possibilities	$10,000.00	4
Poughkeepsie Farm Project – Green Jobs for Youth	$25,000.00	11
REAL Skills Network – Peer Mentors	$10,000.00	8
Red Hook Community Center (RHCC)	$48,000.00	15
The Art Effect – MADLab	$70,140.00	15
The Art Effect – Spark Studios	$59,170.00	15

Childcare Coalition

The Dutchess County Childcare & Early Learning Coalition is being led and convened by the Dutchess County Workforce Investment Board (DCWIB) as part of a broader workforce and economic development strategy focused on strengthening the county's childcare infrastructure and supporting working families. The coalition has grown into a broad cross-sector partnership bringing together stakeholders from workforce development, education, government, childcare providers, higher education, economic development, and community organizations. The Board reviewed the handout.

Way to Work Program Update

As part of the Way to Work Program update, four participants gave brief impact statements to the Board describing how receiving a vehicle helps them get to work.

5. New Business **Michael McCormack**

There was no new business.

6. Adjourn **Michael McCormack**

There being no further business, Mr. McCormack asked for a motion to adjourn.

Motion:	Theresa Giovanniello
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

PY25 Final Budget as of 6/30/2026

	PY25	PY25	PY25 Amended Budget
	Final	YTD	
3 NEPTUNE STAFF			
Salaries	$ 335,365.95	$ 229,859.08	$ 229,859.08
Fringe	$ 112,281.34	$ 84,386.83	$ 84,386.83
Total 3 Neptune	**$ 447,647.29**	**$ 314,245.91**	**$ 314,245.91**
Offset Wages		$ 122,721.93	$ 122,721.93
Offset Fringe		$ 38,434.28	$ 38,434.28
Total Offset		**$ 161,156.21**	**$ 161,156.21**
191 MAIN STREET STAFF			
Personnel			
Salaries	$ 362,153.97	$ 252,787.74	$ 252,787.74
Fringe	$ 143,571.25	$ 98,841.01	$ 98,841.01
Total 191 Main Street	**$ 505,725.22**	**$ 351,628.75**	**$ 351,628.75**
Total Personnel All Locations		**$ 665,874.66**	**$ 665,874.66**
Non Personnel			
Advertising	$ 1,000.00	$ 449.53	$ 449.53
Audit	$ 500.00	$ -	$ -
Board Expenses	$ 1,500.00	$ -	$ -
Conference Events	$ 30,000.00	$ 23,061.60	$ 23,061.60
Consultants	$ 5,000.00	$ 926.55	$ 926.55
Insurance	$ 15,000.00	$ 4,677.03	$ 4,677.03
IT	$ 57,000.00	$ 49,287.50	$ 49,287.50
Legal Expense	$ 500.00	$ -	$ -
Memberships	$ 50,000.00	$ 41,357.82	$ 41,357.82
Mileage	$ 8,000.00	$ 1,879.55	$ 1,879.55
Office Equipment	$ 15,000.00	$ 8,944.97	$ 8,944.97
Office & COVID Supplies	$ 8,000.00	$ 7,482.43	$ 7,482.43
Laptops	$ 15,000.00	$ 27,928.67	$ 27,928.67
Leases-VR GLASSES	$ 5,000.00	$ -	$ -
Postage	$ 500.00	$ -	$ -
Program Expense	$ 1,500.00	$ -	$ -
Rent Neptune	$ 30,000.00	$ 20,793.10	$ 20,793.10
Rent 191 Main	$ 81,767.64	$ 96,796.23	$ 96,796.23
Staff Training	$ 10,000.00	$ 2,912.00	$ 2,912.00
Telepone/Internet	$ 5,000.00	$ 2,240.87	$ 2,240.87
Website Maintence	$ 2,000.00	$ 126.36	$ 126.36
Total Non-Personnel	**$ 342,267.64**	**$ 288,864.21**	**$ 288,864.21**
			$ -
TOTAL			$ -
TOTAL BUDGET	**$ 1,295,640.15**	**$ 954,738.87**	**$ 954,738.87**

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RECORD RETENTION AND DISPOSITION POLICY- Approved 9-24-2026

Purpose

The Dutchess County Workforce Development Board (DCWDB) creates, receives, and maintains records that document the use of federal and State workforce funds, including participant records that contain Social Security numbers and other personal information. This policy establishes how long DCWDB keeps those records and how it securely destroys them once they are no longer needed. It is designed to keep records for as long as federal regulations, New York State Department of Labor (NYSDOL) guidance, and funding agreements require; to protect participants by not keeping personal information longer than necessary; and to document every destruction.

This policy is adopted in accordance with Technical Advisory (TA) #16-02: Retention of Records by Local Workforce Development Boards. It replaces the DCWDB Record Retention Policy Quick Reference and Record Retention Procedure previously in use.

Scope

This policy applies to all records created, received, or maintained by DCWDB staff, officers, and board members in carrying out Workforce Innovation and Opportunity Act (WIOA) Title I programs and any other grant-funded or contracted program DCWDB administers. It covers records in every format, including:

- Paper files;
- Scanned images and other electronic documents;
- Email, databases, shared drives, and cloud storage; and
- Laptops, removable media, and backups.

Subrecipients and contracted service providers are covered through their agreements with DCWDB. Records NYSDOL maintains in its own systems, such as the One-Stop Operating System (OSOS), are managed by the State. This policy applies to DCWDB's own copies of that information, including exports, reports, and printouts.

DCWDB is a nonprofit organization and is not a department of Dutchess County government, so Chapter 88 of the Dutchess County Code (Records Management) and the New York State Archives' Retention and Disposition Schedule for New York Local Government Records (LGS-1) do not directly govern DCWDB records. Because Dutchess County serves as fiscal agent for the local area and remains liable for grant funds, this policy includes a County notice step before grant-related records are destroyed. DCWDB's retention periods also meet or exceed the LGS-1 benchmarks for employment and training records.

Policy

Retention Period

All records are kept for seven (7) years after their Trigger Date, as shown in the Retention Schedule (Att. A). When a record reaches its Destruction Eligibility Date, **all copies are securely destroyed**, including paper, electronic, and backup copies. DCWDB does not keep a permanent or indefinite archive of participant records or any other records containing PII.

Destruction Eligibility Date

A record may not be destroyed until the latest of the following dates has passed:

- Seven (7) years after its Trigger Date;
- The NYSDOL Record Retention Date for every program year or fiscal year of funding charged to or documented by the record;
- The end of any longer period required by law or by a funding, data-sharing, or other agreement; and
- The release of any Legal Hold and the resolution of any audit finding, monitoring finding, complaint, or investigation involving the record.

Records Kept for the Life of the Organization

Corporate records that contain no participant PII are kept for as long as DCWDB exists: the certificate of incorporation, bylaws and amendments, board meeting minutes, the IRS determination letter, and destruction logs with their supporting certificates. These records are kept for ongoing business and legal needs.

Paper and Electronic Records

Records may be kept on paper, electronically, or both. When DCWDB keeps both, both are destroyed on the Destruction Eligibility Date. As permitted by 2 CFR 200.336, DCWDB may replace a paper original with a scanned copy before that date only if the scan passes the quality control steps in Att. B and DCWDB's electronic system protects records from alteration and keeps them readable.

Consistent with TA #16-02, records are kept in a way that preserves their integrity and admissibility as evidence, and DCWDB maintains a plan to recover critical records lost to fire, vandalism, or natural disaster.

Legal Holds

A Legal Hold suspends destruction of the affected records regardless of their Destruction Eligibility Date. The Executive Director issues a written Legal Hold when any of the following exists or is reasonably anticipated:

- Litigation, a claim, or a demand letter;
- An audit, a monitoring review, or an unresolved audit or monitoring finding;
- An equal opportunity or discrimination complaint, grievance, or appeal;
- A government investigation or inquiry; or

- A pending request for the records.

References

- WIOA Sec. 185 (reports, recordkeeping, and investigations)
- 2 CFR 200.334 (record retention requirements) and 2 CFR 200.336 (methods for collection, transmission, and storage of information)
- 29 CFR Part 38 (WIOA nondiscrimination and equal opportunity)
- TA #16-02: Retention of Records by Local Workforce Development Boards, and the NYSDOL Record Retention Table
- TA #18-05: Securing and Protecting PII and PPSI within the New York State Workforce Development System
- New York General Business Law § 399-h (disposal of records containing personal identifying information)
- New York General Business Law §§ 899-aa and 899-bb (SHIELD Act breach notification and data security protections)
- 8 CFR 274a.2 (Form I-9 retention)

Note- Internal Procedures are available upon request.

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"Driving economic growth through Workforce Partnerships"

WRAPAROUND SERVICES & OTHER ALLOWABLE EXPENSES POLICY for the OJET program- Approved TBD

Purpose

The Dutchess County Workforce Investment Board (DCWIB) is participating in a program to create a diverse, equitable, and inclusive pipeline of skilled talent for the clean energy labor market. This entails providing wraparound services to certain populations who face barriers and need extra support to be successful in State-funded clean energy training and degree programs. This policy establishes the criteria for the awarding of wraparound services as outlined in Program Guidance Letter (PGL) #26-02, for participants enrolled in State-funded clean energy training programs or State University of New York (SUNY)/City University of New York (CUNY) degree programs that support the clean energy industry.

This policy is a program-specific policy adopted under Technical Advisory (TA) #26-02: Local Supportive Services and Other Allowable Participant Support Expense Policies. It applies only to wraparound services funded through the OJET Wraparound Services allocation. Where this policy is silent, the DCWIB local area supportive services policy governs; where the two conflict, this policy governs for OJET-funded services.

WRAP AROUND SUPPORTIVE SERVICES POLICY

Wraparound services assist in removing barriers to participation and completion of training programs. Such services are monetary or non-monetary and include, **but are not limited to:**

- Assistance with educational testing;
- Childcare/dependent care;
- English as a Second Language (ESL);
- Food;
- Housing;
- Legal aid;
- Life skills training;
- Mental health services;

- Substance use treatment services;
- Supplies including books, course materials, school supplies, and electronic devices for participants (if such electronic devices are $999 or less per unit);
- Transportation; and
- Tutoring for students enrolled in two (2)- or four (4)-year SUNY or CUNY degree programs who are struggling academically.
- Stipends and Incentives, see Other Allowable Expense Policy below

DCWIB may also provide assistance with work and/or training-related expenses, including union fees, uniforms, work boots, protective eye gear, and school supplies.

To receive wraparound services, individuals in the Dutchess County Workforce Investment Board's program must:

- Be enrolled in a State-funded clean energy training/upskilling program or pre-apprenticeship supported by the New York Power Authority (NYPA), the New York State Energy Research and Development Authority (NYSERDA), or Empire State Development (ESD), or in a verified one (1)-year SUNY or CUNY program or a two (2)- or four (4)-year SUNY or CUNY degree program supporting the clean energy industry, as identified in Attachment B of PGL #26-02 or otherwise verified in writing by OJET;
- Be age 16 or older;
- Be a NYS resident;
- Demonstrate a documented need for the specific services requested, providing justification as to why personal resources, other available funding sources (outside of Workforce Innovation and Opportunity Act (WIOA) funding), or existing benefits cannot adequately cover the cost of the needed support;
- Sign a statement confirming that they are not receiving similar assistance from another source, including from the training program or institution in which they are enrolled, which will be maintained in the participant's case management system record;
- Apply for the Excelsior Scholarship, if the participant is a SUNY or CUNY student who qualifies and the scholarship is available;
- Provide proof of enrollment, attendance, and program or course completion for each program cycle or academic semester to the Local Workforce Development Board. The required documentation will vary based on the program type as detailed in PGL #26-02.
- Be enrolled and registered in DCWORKS before the cost of the requested service is incurred. Wraparound services are not provided retroactively for costs incurred before the participant was enrolled and registered in DCWORKS.

Confirmation of Receipt of Services

Recipients of wraparound services will also confirm receipt of services by:

- Signing a DCWIB Wraparound Service Receipt Acknowledgment Form at the time each service or item is issued. The form identifies the participant, the service or item provided, its value, the date of issuance, and the issuing staff member. The signed form is filed in the participant's case file and the service is recorded in the One-Stop Operating System (OSOS) in accordance with the OSOS Supportive Services and Other Allowable Participant Support Expenses Guide;
- Signing a sequentially numbered distribution log for transit passes, gas cards, and other stored-value items, recording the item type, card or serial number, dollar value, and date of receipt;
- Signing a DCWIB Device Loan and Return Agreement for any electronic device issued, which records the make, model, serial number, asset tag, and value of the device and sets out the participant's return obligations;
- For services paid directly to a third-party vendor or provider on the participant's behalf, submitting or confirming a vendor invoice, receipt, or statement of service delivery, together with the participant's written confirmation that the service was received; and
- Confirming continued receipt and continued need at each scheduled case management contact for recurring services such as childcare, transportation, or housing assistance.

Funding Limits

The total wraparound services received per participant cannot exceed **$5,000** for each Program Year as defined by the DCWIB.

Within that annual limit, the following per-participant caps established by PGL #26-02 apply and may not be exceeded:

- Clean energy training/upskilling programs and pre-apprenticeships — up to $3,000 per participant per program cycle;
- Verified one (1)-year SUNY or CUNY programs — up to $1,250 per participant, as established in the OJET Wraparound Services Funding Q&A issued September 18, 2026;
- Two (2)-year SUNY or CUNY degree programs — up to $2,500 per student per academic year, for a maximum of two (2) academic years; and
- Four (4)-year SUNY or CUNY degree programs — up to $5,000 per student per academic year, for a maximum of four (4) academic years. A student who completes a two (2)-year program and transfers to a four (4)-year program is eligible for up to $5,000 per academic year for each remaining academic year of the four (4)-year program.

No participant may receive OJET-funded wraparound services for any cost already covered by the participant's training program or institution, by another OJET program including the Renewable Energy Training Initiative (RETI), or by any other funding source. Duplication of services is prohibited.

Equal Opportunity

Wraparound services are made available to all eligible participants without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. At least thirty-five percent (35%) of participants served under this funding will reside within Disadvantaged Communities (DACs), and priority for participation will be given to individuals with barriers to employment as defined in WIOA Sec. 3(24), including veterans, individuals with disabilities, low-income individuals, individuals currently or formerly involved in the justice system, homeless individuals, single parents, youth aged 16–24, and incumbent or unemployed fossil fuel workers. Reasonable accommodations are provided upon request.

Wraparound services are issued in accordance with internal control procedures established and maintained by the DCWIB Executive Director, consistent with this policy and PGL #26-02, including procedures for the recovery of electronic devices issued as a wraparound service should participants withdraw before completion.

OTHER ALLOWABLE EXPENSES POLICY

Other allowable participant support expenses, including stipends and incentives, encourage ongoing participation in and successful completion of State-funded clean energy training and degree programs. Stipends and incentives are not supportive services; they are other allowable participant support expenses as defined in WDS TA #26-02. They are provided only as approved in the DCWIB OJET Wraparound Services Project Plan. The funding of wraparound services and other allowable participant support expenses is subject to local funding availability. Stipend and incentive amounts are established by the DCWIB Executive Director in the DCWIB OJET internal control procedures, are applied uniformly to all eligible participants, and are approved in the DCWIB OJET Wraparound Services Project Plan.

Stipends

Stipends are fixed regular payments made to participants during enrollment to encourage ongoing participation in training and career services. Stipends are payments for participation or attendance, are not tied to specific outcomes, and are not wages.

- Participants enrolled in eligible clean energy training, upskilling, or pre-apprenticeship programs may receive a weekly stipend for full attendance, as verified by the training provider's attendance records;
- Participants enrolled in eligible one (1)-, two (2)-, or four (4)-year SUNY or CUNY programs may receive a stipend each semester for continued enrollment, as verified by the college after the add/drop period;
- Stipends will not be issued where an employer-employee relationship exists, including to participants who are paid wages in a registered apprenticeship or on-the-job training; and
- No deductions, reimbursements, or wage supplements described in NYS Labor Law Section 198-C will be included in or taken from a stipend payment.

Incentives

Incentives are payments made to participants in recognition of achieving a milestone directly tied to their training or education. Participants may receive an incentive for each of the following milestones achieved:

- Completion of each course in an eligible clean energy training program or pre-apprenticeship;
- Completion of each academic semester in an eligible SUNY or CUNY program; or
- Attainment of an industry-recognized credential.

Incentive payments must be tied to the goals of this program, recorded in the participant's service plan, supported by documentation proving the milestone was achieved, and issued in accordance with 2 CFR 200.

Eligibility

To receive stipends or incentives, individuals in the Dutchess County Workforce Investment Board's program must:

- Meet the enrollment, age, and New York State residency requirements set out in the Wrap Around Supportive Services Policy;
- Sign a statement confirming that they are not receiving a similar stipend or incentive from another source, including from the training program or institution in which they are enrolled;
- Work with DCWORKS staff, before any payment is issued, to determine whether the payment may affect other benefits or income they receive, such as Medicaid, Supplemental Security Income, Social Security Disability Insurance, or public assistance; and
- Be enrolled and registered in DCWORKS, with stipends and incentives documented in their service plan, before the attendance period, semester, course, or credential for which payment is made. Stipends and incentives are not paid retroactively for attendance, enrollment, or milestones achieved before the participant was enrolled and registered in DCWORKS or before the start of the OJET Wraparound Services funding period.

Confirmation of Receipt and Documentation

Recipients of stipends and incentives will confirm receipt by:

- Signing a DCWIB Receipt Acknowledgment Form at the time each payment is issued, identifying the participant, the type of payment, its amount, the date issued, and the issuing staff member;
- For stipends, providing training provider attendance records for each week for which a stipend is paid, or college verification of continued enrollment for each semester for which a stipend is paid; and
- For incentives, providing documentation of the milestone achieved, such as a certificate, credential, or provider completion letter.

All stipends and incentives are recorded in OSOS in accordance with the OSOS Supportive Services and Other Allowable Participant Support Expenses Guide and are recorded separately in fiscal records so they are identifiable for local, State, and Federal monitoring and audit.

Funding Limits

Stipends and incentives count toward the $5,000 annual limit and the per-participant caps set out in the Wrap Around Supportive Services Policy, and are issued in accordance with internal control procedures established and maintained by the DCWIB Executive Director.

dc wib Dutchess County Workforce Development Board
3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

"Driving economic growth through Workforce Partnerships"

Dutchess County Youth One Stop
WIOA Youth Incentive Policy and Procedure -Draft- Updated

Purpose:
This document provides the policy of the Dutchess County Youth One Stop for granting incentive awards and stipend payments to youth enrolled in the Title 1 Workforce Innovation Opportunity Act (WIOA) youth program.

Effective Date:
The effective date of this policy update is 9-24-26.

Background:
The awarding of incentives is a means to motivate, encourage and reward attainment of individual goals that lead to the completion of a high school diploma or equivalency, complete a training program and receive a recognized certificate, obtain and retain employment or other significant programmatic outcomes. Incentive awards are not an entitlement; they must be earned. All incentive awards will be subject to the availability of WIOA funds.

Definitions:
Incentives – A payment to a WIOA youth participant for the successful participation and achievement of expected outcomes as defined in the youth's Individual Service Strategy (ISS). The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievement must be documented in the participant's case notes as the basis for an incentive payment. Incentives are considered awards to WIOA youth for their achievement and participation in WIOA activities.

Stipends – a non-wage payment made to a WIOA youth participant during their enrollment to encourage the WIOA youth to participate in certain activities. The stipend can be used for activities such as classroom instruction. Stipends may not exceed the local or state minimum wage, whichever is higher. Stipends may be paid based on actual hours of attendance. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in and completion of education or training services. Justification of need must be documented in the youth's ISS.

Policy:
All active WIOA enrolled youth may be considered for incentive disbursements not to exceed $1,000 in a program year while involved in the WIOA Youth Program and not to exceed $500 while in follow up (all incentives added together cannot exceed a lifetime cap of $2000). Incentive disbursements do not include wage or training (ITA) subsidies. Incentives are not retroactive.

- "WIOA enrolled" requires an active WIOA youth case recorded in OSOS with NY#, an initiated Individual Service Strategy (ISS) and all WIOA required documents.
- "Active" involves a participant in good standing- fully participating in necessary

activities, has acceptable attendance, adequate follow-through, and engaged in attaining WIOA Youth Common Measure outcomes.

All WIOA youth enrolled in follow up may be considered for incentive disbursements not to exceed the lifetime cap when combined with all incentives received while enrolled in the WIOA youth program.

- "WIOA enrolled in follow up" requires a follow up WIOA youth case recorded in OSOS with NY# and all WIOA required documents.
- "Follow up" involves a participant in good standing with the WIOA youth Follow Up Policy.

An incentive award is payment to a youth participant for the successful participation and achievement of expected outcomes as defined in the youth's Individual Service Strategy (ISS). Incentive awards are cash incentives. This policy outlines the awarding of cash incentives.

All active WIOA enrolled youth may be considered for stipend disbursements not to exceed $1000 in a 12-month time period while involved in the WIOA Youth Program and not to exceed $1500 (lifetime cap). Stipend disbursements do not include wage or training (ITA) subsidies. Stipends are not retroactive.

A stipend award is a non-wage payment; the stipend is an incentive to motivate the youth's participation in classroom education or career exploration. Stipends are "participation dependent" and not "outcome dependent." Stipends are generally taxable income (although it is expected their tax liability will likely be zero or insignificant). Stipends provide funds to the youth participant to meet every day financial needs. Every stipend must be justified in the case notes, explaining the basis of how the participant was assessed as in need, how the stipend will increase the youth's commitment in the program, and why this action increases optimism for program participation.

<u>Incentives may be awarded for the following goal accomplishments or activities:</u>

Working with their case coordinators and the goals on their Individual Service Strategy, youth may select achievement goals from the following list:

1. Enroll in High School Equivalency Classes and attend for 4 weeks
2. Enroll in ITA approved training program and attend for 4 weeks
3. Increase TABE scores one or more EFL level
4. Complete an ITA training and take the industry recognized exam
5. Attend HSE classes and take HSE exam
6. Attend 75% of scheduled tutoring sessions in one semester
7. Attain a (unsubsidized) job and provide 2 cycles of paystubs
8. Maintain (unsubsidized) employment for six months and provide paystubs
9. Obtain a HS Diploma or Equivalency
10. Obtain a recognized certificate
11. WEX- Attend 90% of sessions and complete an On-the-Job Training program
12. WEX- Attend 90% of sessions and complete a pre-apprenticeship training program.
13. WEX- Attend 90% of sessions and complete a summer youth employment program
14. WEX- Attend 90% of sessions and complete an internship
15. WEX- Attend and participate in a work immersion session
16. WEX-Attend and complete a job shadow
17. Follow Up Youth- Job Retention
18. Follow Up Youth- Proof of Goal (see chart below) Attainment in the Follow Up time period.

Note- All Incentive and Stipend Payments are subject to the availability of WIOA funding at the time of payment.

Action:

Youth completes a *Select Your Incentive Program* form with their case manager upon completion of the ISS goal. Youth One Stop case managers maintain a spreadsheet to track the total incentives, which is reviewed by the Director of Workforce Operations prior to an incentive being issued to the youth. Youth One Stop case managers update both the paper file (maintained in the office) and the OSOS state database to reflect the achievement, and the incentive issued. Youth must provide proof of each goal attainment prior to receiving incentive payment, as noted below:

Goals 1-10:

Goal	Proof of goal attainment	Incentive
Enroll in High School Equivalency Classes and attend for 4 weeks	HSE enrollment paperwork and attendance forms for a minimum of 4 weeks.	$150
Enroll in ITA approved training program and attend for 4 weeks	Enrollment paperwork and attendance forms for a minimum of 4 weeks	$150
Increase TABE scores one or more EFL level	New TABE Scores from YOS, BOCES, DCC or another authorized provider	$175
Complete an ITA training and take the industry recognized exam	Attendance records and passing or failing state test scores.	$100
Attend HSE classes and take HSE exam	Attendance form, proof of testing date and signed documentation from test site of attendance.	$250
Attend 75% of scheduled tutoring sessions in one semester	Attendance sheets. Youth must sign in and out for each tutoring session attended.	$150
Attain a (unsubsidized) job and provide 2 cycles of paystubs	Submit 2 paystubs.	$150
Maintain (unsubsidized) employment for six months and provide paystubs	Submit paystubs.	$200
Obtain a HS Diploma or equivalency	HS diploma or equivalency diploma.	$250
Obtain a recognized certificate	Present certificate.	$250

Goals 11-16 WORK EXPERIENCE (WEX)

WEX- Goal (see WEX policy)	Proof of goal attainment	Incentive
WEX- Attend 90% of sessions and complete an On-the-Job Training program	Attendance Records	$250
WEX- Attend 90% of sessions and complete a pre-apprenticeship training program.	Attendance Records	$250
WEX- Attend 90% of sessions and complete a summer youth employment program	Attendance Records	$150
WEX- Attend 90% of sessions and complete an internship	Attendance Records	$150
WEX- Attend and participate in a work immersion session	Attendance Records	$50
WEX-Attend and complete a job shadow	Attendance Records	$50

Upon attainment of a goal, the youth completes an *Incentive Request Form*, signed by the youth and case manager (noting what documentation was received to validate goal achieved). This form must be submitted and approved prior to disbursement of an incentive award or youth stipend. Copies must be maintained in the youth's paper file and a supporting comment must be entered into the OSOS case record.

Goals 17-18: FOLLOW UP

FOLLOW UP Goal	Proof of goal attainment	Incentive
Retain and Maintain Employment in Follow Up Services in each quarter after exit	Provide paystubs, sign self-attestation	\$125*- 1st Quarter \$125*- 2nd Quarter \$125*- 3rd Quarter \$125*- 4th Quarter *Based on lifetime cap
Provide Proof of Goal --- Attainments in Follow Up: -High School Diploma or HSE -Enrolled/Attended college -Obtain a HS Diploma or equivalency or College diploma -Obtain a recognized training certificate -Enlisted in the military -Started an apprenticeship or pre-apprenticeship -Obtain a recognized training certificate	Complete & Sign the Survey	\$150* *Based on lifetime cap

Upon attainment of a Follow Up Services goal, the youth completes the *Follow Up Survey* or YOS staff completes the *Incentive Request Form* (noting what documentation was received to validate the goal achieved). This form must be submitted and approved prior to disbursement of an incentive award or youth stipend. Copies must be maintained in the youth's paper file and a supporting comment must be entered into the OSOS case record.

REFERENCES

- 20 CFR §681.640 — Incentive payments to WIOA Youth participants
- 20 CFR §681.570 — Supportive services for WIOA Youth participants
- 2 CFR §200 — Uniform Guidance
- TEGL 21-16: Third WIOA Title I Youth Formula Program Guidance (July 30, 2021)
- NYSDOL Technical Advisory #26-02: Local Supportive Services and Other Allowable Participant Support Expense Policies (May 7, 2026)

PY26 Operating Budget as of 9/4/2026

PY26 BUDGET TRACKING	PY26 Budget	PY26 YTD Actual	Remaining	% Used
3 NEPTUNE STAFF				
Salaries	$ 341,613.96	$ 43,787.51	$ 297,826.45	12.8%
Fringe	$ 113,360.01	$ 15,245.65	$ 98,114.36	13.4%
Total 3 Neptune	**$ 454,973.97**	**$ 59,033.16**	**$ 395,940.81**	**13.0%**
Offset Wages		$ 41,273.75		
Offset Fringe		$ 15,953.47		
Total Offset		**$ 57,227.22**		
191 MAIN STREET STAFF				
Salaries	$ 307,829.36	$ 47,211.09	$ 260,618.27	15.3%
Fringe	$ 133,063.84	$ 14,797.48	$ 118,266.36	11.1%
Total 191 Main Street	**$ 440,893.20**	**$ 62,008.57**	**$ 378,884.63**	**14.1%**
Total Personnel All Locations	**$ 895,867.17**	**$ 121,041.73**	**$ 774,825.44**	**13.5%**
NON-PERSONNEL				
Advertising	$ 1,000.00	$ 53.22	$ 946.78	5.3%
Audit	$ 500.00	$ -	$ 500.00	0.0%
Board Expenses	$ 1,500.00	$ -	$ 1,500.00	0.0%
Conference Events	$ 30,000.00	$ 809.39	$ 29,190.61	2.7%
Consultants	$ 5,000.00	$ -	$ 5,000.00	0.0%
Insurance	$ 15,000.00	$ 6,138.06	$ 8,861.94	40.9%
IT	$ 60,000.00	$ 6,493.44	$ 53,506.56	10.8%
Legal Expense	$ 500.00	$ -	$ 500.00	0.0%
Memberships	$ 50,000.00	$ 9,352.59	$ 40,647.41	18.7%
Mileage	$ 8,000.00	$ 1,725.83	$ 6,274.17	21.6%
Office Equipment	$ 12,000.00	$ 671.60	$ 11,328.40	5.6%
Office & COVID Supplies	$ 8,000.00	$ 1,568.15	$ 6,431.85	19.6%
Laptops	$ 15,000.00	$ -	$ 15,000.00	0.0%
Leases-VR GLASSES	$ 5,000.00	$ -	$ 5,000.00	0.0%
Postage	$ 500.00	$ -	$ 500.00	0.0%
Program Expense	$ 1,500.00	$ -	$ 1,500.00	0.0%
Staff Training	$ 10,000.00	$ -	$ 10,000.00	0.0%
Telepone/Internet	$ 5,000.00	$ 533.95	$ 4,466.05	10.7%
Website Maintence	$ 2,000.00	$ -	$ 2,000.00	0.0%
Rent Neptune	$ 30,000.00	$ 3,392.40	$ 26,607.60	11.3%
Rent 191 Main	$ 81,767.64	$ -	$ 81,767.64	0.0%
Rent Prime (unbudgeted)		$ -		
Cleaning Scion (unbudgeted)		$ -		
Total Non-Personnel	**$ 342,267.64**	**$ 30,738.63**	**$ 311,529.01**	**9.0%**
TOTAL BUDGET	**$ 1,238,134.81**	**$ 151,780.36**	**$ 1,086,354.45**	**12.3%**

Available WIOA Cash Budgets

Unit	Dept	Bud Ref	Progran	Descr	Sum Total Amt	Action
WIA01	36230	PY24	201	RETI	$ 734.20	Give Back (Spent: $324,765)
WIA01	36230	PY24	345	RR - NY SCION	$ 69,146.67	Spend by 6/30/2027
WIA01	36230	PY26	346	NY SCION (OMH)	$ 34,615.00	Spend by 6/30/2027
WIA01	36230	PY25	110	Adult - Formula	$ 373,451.95	Spend by 6/30/2027
WIA01	36230	PY26	110	Adult - Formula	$ 77,134.99	Obligate by 6/30/2027
WIA01	36230	PY25	120	Dislocated Worker	$ 441,849.24	Spend by 6/30/2027
WIA01	36230	PY26	120	Dislocated Worker	$ 182,739.74	Obligate by 6/30/2027
WIA01	36230	PY25	130	Youth-Formula	$ 537,972.88	Spend by 6/30/2027
WIA01	36230	PY26	130	Youth-Formula	$ 446,483.84	Obligate by 6/30/2027
WIA01	36230	PY25	140	Administration	$ 5,919.04	Spend by 6/30/2027
WIA01	36230	PY26	140	Administration	$ 78,484.30	Obligate by 6/30/2027