



BOARD POLICY

**POLICY
NUMBER
POL 100-4**

Title:	Youth Incentive		
Effective:	June 30, 2022	Revised:	N/A
Supersedes:	N/A	Version:	01

I. OF INTEREST TO

Youth Workers, Service Providers.

II. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in the use of Workforce Innovation and Opportunity Act (WIOA) Youth funds for incentive payments.

III. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) final rules specifically references incentive payments to youth. (CFR) §681.640 requires that local programs must have written policies and procedures in place governing the award of incentives. The following policy addresses local requirements for providing incentive payments to WIOA Title I Youth participants.

IV. STATUTORY AUTHORITIES

- 20 Code of Federal Regulations (CFR) §681.640,
- Training and Employment Guidance Letter (TEGL) 21-16;
- 2 CFR Part 200

V. POLICY

An incentive is a payment given to an enrolled WIOA Title I youth participant for successful participation and achievement of expected outcomes as identified in the participant's Individual Service Strategy (ISS). Incentive payments must be linked to achievement and must be related to a training and/or educational activity. Service providers must ensure that the incentive payments are properly documented in their cases notes, and in the youth's ISS as the basis for an incentive payment.

Approved By: Rick Beasley, Executive Director	
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Youth Service Providers (20 CFR §681.640):

- a) Must outline in writing before the commencement of the program that it may provide incentive payments for certain achievements, and/or other youth activities that achieves an outcome for a specific goal
- b) Must tie incentive payment to specific program goals (Training, Education and Employment)
- c) Must align incentive payments with the local and organizational policies
- d) Must provide incentive payments in accordance with the requirements and cost principles in **(20 CFR part 200)**

In compliance with the Cost Principles in (2 CFR part 200) and as such incentive payments cannot be spent on entertainment costs, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment.

Additionally, as per (TEGL 21-16), incentive payments with WIOA funds must be connected to the recognition of achievements of milestones in the program tied to work experience, education, or training. Such incentives for achievements could include improvements marked by acquisition of a credential or other successful outcomes.

Incentives may not be used for recruitment purposes or returning eligibility documentation to the case manager. The following is a list of incentives that may be awarded in accordance with this policy based on funding availability:

1. Credential Attainment (Successfully passing and obtaining a GED or High School Diploma or Training Certification):

- a) (OSY) Passing all five portions of the GED or achieving a High School Diploma: \$200 (OSY) participants may receive \$40 per section for a total of \$200;
- b) (ISY) Achieving a High School Diploma \$100

Documentation Required: Youth may be eligible for a one-time incentive following submission of the appropriate Certificate and/or Official HS Diploma/GED from either the school or the Test site.

2. Industry-recognized credential:

- a) (OSY) Receiving an industry recognized credential within a career pathway may be eligible to receive \$100
- b) (ISY) Receiving an industry recognized credential within a career pathway may be eligible to receive \$100

Documentation Required: Youth may be eligible for a one-time incentive following submission of the appropriate industry recognized credential from either the school or the Test site.

3. Measurable Skills Gain:

- a) (OSY) may receive a \$50 incentive for achieving one measurable skills gain per program year as defined in TEGL 10-16.
- b) (ISY) may receive a \$50 incentive for achieving one measurable skills gain per program year as defined in TEGL 10-16.

c) (OSY and ISY) Education Functioning Level, amount may not exceed \$50.

Documentation Required: Youth may be eligible for a one-time incentive per program year following submission of the appropriate documentation as documented in TEGL10-16.

Follow up Incentive Payments:

1. (OSY and ISY) Obtained and retained unsubsidized employment for six months after exit-\$100

Documentation Required: Youth may be eligible for a one-time incentive payment for obtaining and retaining employment during the 2nd Quarter after exit. Youth providers must verify employment and documents. This must be recorded during the 2nd quarter of the follow up period.

2. (OSY and ISY) Obtained and retained unsubsidized employment for twelve months after exit- \$100

Documentation Required: Youth may be eligible for a one-time incentive payment for obtaining and retaining employment during the 4th Quarter after exit. Youth providers must verify employment and documents. This must be recorded during the 4th quarter of the follow up period.

3. (OSY and ISY) Participants placed in Post-Secondary Education or Training for six months after exit-\$100

Documentation Required: Youth may be eligible for a one-time incentive payment for placement in post-secondary education or training during the 2nd Quarter after exit. Youth providers must verify documents. This must be recorded during the 2nd quarter of the follow up period.

4. (OSY and ISY) Participants placed in Post-Secondary Education or Training for twelve months after exit-\$100

Documentation Required: Youth may be eligible for a one-time incentive payment for placement in post-secondary education or training during the 4th Quarter after exit. Youth providers must verify supporting documentation. This must be recorded during the 4th quarter of the follow up period.

A full WIOA Title I eligibility determination and enrollment into a WIOA Title I youth program is required to receive an incentive payment. Additionally, incentive payments may only be awarded for recognition of success in an educational program, training career pathway or employment.

Youth service providers must document the justification for each participant who receives an incentive payment. This justification must include:

- The reason for the incentive payment's contribution to the participant's success and
- How the incentive payment was calculated

Data entry requirements – information regarding the incentive payment must be entered into EMD/EM as follows:

- A case note documenting the justification to receive an incentive payment and details of

- The incentive provided must be entered into EMD/EM, and
- Expenditure records of the incentive payments must be stored locally in the participants file.
- Service Providers must obtain documentation of achievement prior to dispensing the incentive to the youth participant. Documentation may include a copy of the GED, High School Diploma, a recognized credential and measurable skills gains.

WFMS Requirements

Youth Service Providers must:

1. Issue the support service voucher in WFMS under the incentive service code and funding stream.
2. Service Provider will create Vendor Invoice Service Details for the incentive service(s) in WFMS.
3. The reimbursement package is then submitted to Support Services Unit with the following

Supporting Documentation:

- a. Vendor Invoice Service Details
- b. Vouchers(signed)
- c. Copy of Canceled Check