



CENTRAL REGION

Workforce Innovation and Opportunity Act Policy #YC 17-03

Subject: Youth Incentives

Effective Date: January 10, 2018

Policy Statement: The purpose of this policy is to establish and define the perimeters of incentives for youth participants.

For the purpose of this policy an "incentive" is a payment made to an eligible WIOA youth participant for the successful participation and/or completion of a goal or objective as defined in the participant's Individual Service Strategy (ISS). Central Region recognizes that incentives are a way to boost participation and/or to motivate the participant to achieve established goals and objectives.

As discussed in 20 CFR § 681.640, "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. All incentives awarded must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training".

Incentive payments may be awarded for the following goal accomplishments or activities:

- Attainment of a Degree or Certificate
- Work Readiness and Leadership Development Activities
- Placement & Retention in Employment or Education
- Measurable Skill Gains

Maximum Incentive Amount: Total incentives are not to exceed \$500 per participant, per program year. (All incentive payments are contingent on the availability of funding to the workforce region.)

Central Region requires that incentive goals should be noted on the participant's Individual Service Strategy (ISS).

Attainment of a Degree or Certificate

High School Diploma or GED Incentive: The youth participant must not possess this degree prior to enrollment. Cash incentive as noted in the chart below.

Documentation: A copy of the degree, certificate or official transcript must be must be obtained and secured in the participant's file.

Credential Attainment Incentive: The youth participant must not possess this degree/credential prior to enrollment.

Cash incentive as noted in the chart below.

Documentation: A copy of the degree, certificate or official transcript must be must be obtained and secured in the participant's file.

Work Readiness and Leadership Development Activities

Work Readiness Activities: Completion of an agreed upon set of workshop/activities required to prepare the youth participant for occupational skills training and/or employment. Cash incentives as noted in the chart below.

Documentation: A signed and dated document from the provider verifying the title/content of the completed workshop or activity and date of completion must be obtained and secured in the participant's file.

Leadership Development Activities: Completion of other (excluding work readiness) activities as defined as opportunities that encourage responsibility, self-determination, and other positive social behaviors. Cash incentives as noted in the chart below.

Documentation: A signed and dated document from the provider verifying the date(s) of the individual's participation in the agreed upon activity must be obtained and secured in the participant's file.

Placement or Retention in Employment or Education

Entered Employment Incentive: The participant must obtain employment after enrollment in the program. Incentives will be offered at 30 days and again at 90 days of employment. Cash incentives as noted in the chart below.

Documentation: A copy of employment information which may include a check stub or letter of employment (with start date), etc. must be obtained and secured in the participant's file.

Enrolled in Post-Secondary Education or Training: The participant must enroll in or be enrolled in education during WIOA youth program participation. Cash incentives as noted in the chart below.

Documentation: A copy of the participants training records, grades, or school transcripts should be obtained and secured in the participant's file.

Measurable Skill Gains

TABE Post-Test: A participant who at enrollment, was determined basic skills deficient and demonstrates a measurable gain of at least one grade level on the TABE Post-Test which should be given by the end of the first program year. Post testing should only be given for those areas in which the youth was deficient. Cash incentives as noted in the chart below.

Documentation: A copy of the participant's pre and post-test results must be obtained and secured in the participant's file.

Progress Reports for Education/Training: A participant must be considered a full-time student in good standing and maintain a "C" or better average in all classes. Incentive awards are paid at the completion of the training or on a semester basis as per the training program design.

Documentation: A copy of the Secondary or postsecondary transcript or report card demonstrating a sufficient number of credit hours which shows a participant is meeting the State unit's academic standards must be obtained and secured in the participant's file.

Cash Incentive Awards

Attainment of H.S. Diploma or GED	\$100
Attainment of Credential	\$100
Work Readiness Activity	\$25 (each)
Leadership Development Activity	\$25 (each)
Placement in (Unsubsidized) Employment *Payable at 30 consecutive days of employment	\$50
Retention of (Unsubsidized) Employment *Payable at 90 consecutive days of employment	\$50
Enrollment in Post-Secondary Education	\$50
TABE Post-Test	\$25 (per test)
Progress Report for Education/Training	\$25

Youth program staff shall maintain required documentation in the participant's case file detailing the distribution and management of incentive awards. Youth program staff shall document the need for the incentive and justify issuance of the incentive in the participant's ISS and in the Virginia Workforce Connection system (VOS). Incentive award payments should be documented on the participant's financial tracker spreadsheet and maintained in the participant's record.

Request for incentive awards will be processed through the WDB office and checks will be mailed directly to the participant's home address. It is the service provider's responsibility to ensure the correct participant address is shared with the WDB office. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.