

**Subject:** WIOA Youth Incentive Policy

**Purpose:** To provide a policy for granting incentive awards to youth enrolled in the Title I WIOA Youth Program.

**Background:** The Workforce Innovation and Opportunity Act, (WIOA), 2016, Section 129(a)(5), states that WIOA youth funds can be used to provide incentives for recognition and achievement to eligible youth.

**Substance:** Incentives are allowable to youth enrolled in the WIOA Title I Youth program and other youth summer employment programs that operate under the umbrella of Title I WIOA Youth. They are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. Incentives are not an entitlement. All incentives will be subject to the availability of WIOA Youth funds. It is the discretion of the operator and WDB to decide, on a case-by-case basis, the use and extent of incentives and may be subject to the need of the participant and the availability of funds for incentives.

**Amendments:** Any changes or amendments to this policy must be stated in writing and sent to the WDB Director for review ten days prior to the WDB Executive or Full WDB meeting before any action is taken. This may include the amount of the incentive or actions that are incentivized.

**Incentives**

An incentive is a small fixed payment or gift card, or laptop computer, to a WIOA Youth participant during his/her enrollment or follow-up period to encourage the WIOA youth to participate in certain activities or to report back on activities that lead to expected outcomes as defined in the individual's ISS. The incentive must be linked to achievement and must be tied to training and education, work readiness skills, and/or an occupational skills attainment goal as identified in the Individual Service Strategy. Such achievements must be documented in the participant's file as the basis for an incentive payment. Incentives are considered awards to WIOA youth for their achievement and participation in WIOA activities. Incentives may consist of cash and/or gift cards.

Adjustments to incentives may be made to accommodate budget requirements. Incentives may be awarded for the following goal accomplishments or activities:

ACTIVITY	Amount
School attendance award – 90% attendance to the Youth Education & Career Center (per month)	\$100.00
Skill gain – applies to youth participants who are enrolled in an educational program leading to the attainment of an industry-recognized credential	\$50.00
Active participation in work-based learning activities (e.g., job shadowing, unpaid work experiences, service-learning)	\$50.00
Successfully passing each HiSET subtest which is a total of five: math, science, social studies, reading, and writing. (total \$500.00)	\$100.00
Student of the Month	\$50.00
Laptop computers after successful completion of HSE and diploma received	\$370.00
Post Incentive: After exiting the Youth Education and Career Center	
Placement into college/vocational school/military – post-secondary education (Student must provide school registration and class schedule to receive this incentive).	\$100.00
Obtain unsubsidized employment (full or part-time). Must provide income employment verification from the employer to receive this incentive.	\$50.00
Follow up participation with Employment Specialist (By Appointment Only)	\$25.00
Rolling incentive (student receives \$100 per quarter as long as contact is made with the YECC Employment Specialist during each quarter of follow-up services).	\$100.00

### **Workplace Readiness Class – Follow-up**

Incentives for participation in workplace readiness classes will be offered to students who have graduated (or attained an HSE) and are in follow-up status. To qualify for workplace readiness incentives, the following items must be met: youth are rewarded for each class, up to a maximum of 5 classes, and complete a workplace readiness portfolio, consisting of a cover letter, resume, sample application, and mock interview questionnaire.

### **Laptop Computers:**

Starting in September 2021 laptop computers will be available for YECC participants to initially borrow to be able to access online homework and other instruction. Once the youth successfully passes the tests for the HSE the laptop will be a gift. The student will be alerted of the laptop incentive after completing the five HiSet subtests (math, science, social studies, reading, and writing).

### **Documentation**

Incentives are awarded according to the participant's Individual Service Strategy. The following documentation will be maintained in the youth's file.

- The Individual Service Strategy (ISS) will specify the goal that must be met to qualify for the incentive
- The Individual Service Strategy will document the need for incentives and specify services that are planned for the youth to receive an incentive.
- A copy of the required WIOA Youth Incentive Certificate

School files must contain the following documentation:

- Daily sign-in sheets
- Pre-vocational sign-in sheets
- Monthly logs
- Updated ISS to include 14 Youth Elements and when they were achieved
- Signed incentive receipts