



Crater Regional Workforce Development Board

Title: Youth Incentives	Policy #: 2022-10-03
Replaces: WIOA Youth Incentives (#2018-20)	Effective Date: 10/04/2022

References:

Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor, Employment and Training Administration, (20 CFR 681.580 and 20 CFR 681.640)

Virginia Community College System, Virginia Workforce Letter #14-02

Purpose

To provide guidance to Title I WIOA Youth program service providers for granting incentive awards to enrolled participants in a uniform and consistent manner within the policy parameters.

Background

Incentives are allowable to youth enrolled in the WIOA Title I Youth Program. Incentives are intended to be used to encourage and motivate the participant to reach specific goals and obtain positive outcomes, as outlined in the Individual Service Strategy (ISS).

Policy

In accordance with 681.640, incentives must be tied to the goals of the program, outlined in writing before the commencement of the program.

An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes defined in the individual's ISS. The incentive award must be linked to a tangible achievement and must be tied to training and education, measurable skill gain and/or credential attainment as identified in the ISS. Incentives are considered awards for achievement and participation in the 14 youth program elements. Such achievements must be documented in the participants' files as the basis for an incentive award payment.

Incentive award payment shall be made in a uniform and consistent manner and administered to ensure all participants receive equal rewards for equal achievement. Incentive payments may be awarded as cash and are limited \$500 for the life of the eligible program application. Incentive awards must be documented in the participant's file and outlined in the ISS prior to commencement. Additional guidelines on incentive dollar amounts are included on Page 2.

Achievements eligible for an incentive award during active participation:

- Completion of Work Experience Activity w/Education Component (paid or unpaid WEX)
- Completion of non-WEX activities associated with the 14 Youth Elements
- Any educational gain (i.e. secondary credential attainment, occupational skills certificate)
- Attainment of Unsubsidized Employment

Achievements eligible for an incentive award during 12 months follow-up:

- Any educational gain (i.e. secondary credential attainment, occupational skills certificate)
- Retention of Unsubsidized Employment during each quarter of follow-up

Validation of the incentive payment must be based on source documentation of the attainment. The source documentation must detail the method and date of distribution along with issuing and receiving person's printed and signed name on an incentive receipt form. It is the responsibility of the service provider to become aware of all applicable regulations and to monitor personnel and participant's activities to ensure compliance. The service provider must also document the attainment of incentive payments as an activity in the state's system of record and with a casenote as described in VWL #14-02. Note: Incentive payments are not considered supportive services and this policy does not include work experience incentive payments.

Crater Regional Workforce Development Board shall review the service provider's compliance with this policy during the monitoring process. Crater Regional Workforce Development Board may suspend or withdraw authorization for incentive payments at any time and at its sole discretion. CRWDB reserves the right to revise this policy as appropriate.

Incentive Payment Guidelines:

Educational Gain		
Attainment of a Recognized Credential	\$100	Copy of Certificate/Degree/Transcript
Attainment of High School Diploma	\$100	Copy of Diploma or Official Transcript
Attainment of GED	\$100	Copy of GED
Placement in Employment or Education		
Attainment of Unsubsidized Employment	\$100	Offer letter
3 Months of Employment	\$50	Pay stub
6 Months of Employment	\$50	Pay stub
9 Months of Employment	\$50	Pay stub
12 Months of Employment	\$50	Paystub
Accepted into the Military	\$50	Military Records
Other		
• Completion of Work Experience Activity w/Education Component (paid or unpaid WEX)	\$200	WEX Evaluation
• Completion of other activities (non WEX) associated with the 14 Youth Elements	\$50 per element	Verification of attendance or participation