



<b>Workforce Connections Programs, Services and Activities Incentive Payments</b>	<b>YTH-040-05</b>
	<b>Revision No. 4 Effective 02-12-2020</b>
<b>Policy Approved By:</b> WC Executive Director <b>Policy Adopted on:</b> November 2013	<i>[Signature]</i> 2-12-2020

**Purpose**

To provide guidelines on established standards for the provision of incentive services in youth program funded under Title I of the Workforce Innovation and Opportunity Act (WIOA).

**Background**

Incentive payments are allowable under WIOA Title I. Incentive payments may be used to provide incentives for recognition and achievement to eligible youth program participants. Providers of WIOA Title I services to youth may determine whether or not to provide an incentive award, however if they choose to provide incentive awards, they must base the award amount on their funds availability. Incentives may be awarded to youth participants if the provision of an incentive is properly recorded/included in the participant's Individual Service Strategy (ISS).

**Policy**

Awarding of incentives is a means to recognize the achievement and attainment of an individual's goals that lead to success and completion of WIOA Title I funded program activities. Providers of WIOA Title I youth services must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are directly connected to recognition of achievement of milestones in the program tied to work experience, education, or training.

The cap amount of \$1,000 (one thousand dollars) has been established for the provision of incentive awards to eligible youth participants during the participation period, meaning from enrollment to exit. This policy applies to all providers of youth services and activities under Title I of WIOA.

**Reference**

Public Law (P.L.) 113-128 WIOA Secs. 107, 121, 123, 129, 188, 189, 503;  
2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; 20 CFR §681.640, 20 CFR Part 683; TEGL 21-16; and SCP 2.5.

**Required Action**

Providers of youth services must establish and maintain adequate systems of control, through written internal policies and procedures, to accurately and timely track and report all incentive awards related to outcome performance measures and programs related to youth WIOA Title I funded activities.

**I. General Provisions for Incentives Awards**

- A.** Incentive awards may be non-cash (not redeemable for cash) or cash incentives. Incentives, both non-cash and cash incentives must be awarded in an amount that is consistent to each youth participant receiving an incentive award for the accomplishment/achievement of their career objective goal(s), and shall not exceed the established cap amount of \$1,000 (one thousand dollars) over the participation period.
- B.** Providers of youth services have the discretion in determining the actual award amount and whether it will be in the form of cash or non-cash. Non-cash incentives: Examples of items that could be awarded as non-cash incentives include, but are not limited to:
1. Gift certificates (e.g., school bookstore, retail);
  2. Certificates; and
  3. School supplies.
- C.** Incentives may be awarded during the course of the program participation period, meaning from enrollment to exit, as long as they are strictly connected to recognition of the achievement of milestones in the program tied to work experience, education, and training. Such incentives for achievements may include but are not limited to, the improvements marked by testing or other successful outcomes. Sec. III Table "B" provides additional examples.
- D.** Providers of youth services are responsible for tracking the distribution of incentives to ensure that the maximum allowance does not exceed the Workforce Connections established cap amount.
- E.** Providers of youth services are responsible for producing and maintaining all supporting documentation in the youth participant files for each awarded incentive.
- F.** Incentive awards must not include entertainment costs, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment (2 CFR §200.438). Providers of youth services must also comply with additional requirements related to the internal controls codified under 2 CFR §200.303 to safeguard cash which also apply to safeguarding of gift cards, which are essentially cash.
- G.** Incentives are not allowed during the follow-up period.

**II. Performance Incentives**

**A. Established Criteria**

1. The criteria for **performance incentive** awards incorporate performance outcomes established under Sec. 116 (b) of WIOA and WC. The youth performance incentive criterion has been established to ensure performance incentives are linked to specific performance outcomes.
2. WIOA funds must be connected to the recognition of achievement of milestones in the program tied to work experience, education or training. The provision of incentive services must be properly outlined in the participant's ISS prior to the issuance of such services.

- B.** Performance incentives cannot exceed a cumulative total of \$1,000 (one thousand dollars) over the participation period and must be directly linked to performance incentives. Participant youth may have multiple opportunities to receive performance incentives for the achievement of multiple outcomes during the program participation period. Youth participant(s) shall not receive more than one performance incentive for the same outcome.

**III. Table A – Youth Performance Incentive Criteria**

<b>Incentives may be awarded at any point during the program participation period, as long as, the established criteria is met.</b>	
<b>Category</b>	<b>Outcome/Measure</b>
<b>Measurable Skills Gain</b>	Increase of at least one educational functioning level (EFL), attainment of an HSD/GED, progress or completion in attaining technical or occupational skills by exam or certification.
	Skills progression. The participant successfully completed a required exam required for a particular occupation, or progress in attaining technical or occupational skills as evident by trade –related benchmarks such as knowledge-based exams.
<b>High School Diploma/GED Credential or Occupational Certificate</b>	Youth participant will be eligible to receive an incentive for attaining their HSD/GED, credential or occupational certificate, license, or degree. [Excludes youth who have a HSD or GED at enrollment].
<b>Work-based Learning</b>	Successful completion of job shadowing programs and work readiness, including established curricula and/or workshops series. Individualized workshops are not included under this category.
	Successful completion of work experience, OJT, pre-apprenticeship program, internship. 95% attendance and positive reports from employer and/or training provider.
<b>Placement into Employment, Post-secondary Education and/or Training</b>	Youth participant will be eligible to receive an incentive for securing employment (full time or part time); enrolled in post-secondary education, training/occupational skills training; and/or the military.

**Table B – Incentive Plan Examples**

For more information concerning provision of incentive awards, please feel free to contact your contract administrator.

Credential Incentive Award – Youth that obtain a HSD/GED/post-secondary education degree or certificate (must provide copy of diploma, certificate or transcripts).	\$100.00
Placement into college/vocational school (must provide school registration and class schedule in order to receive this incentive).	\$100.00
Securing employment (full time or part time) and/or enrolled in the military.	\$100.00
School progress report shows achievement - 90% attendance to HSD or GED per month (must provide document from school).	\$50.00
Skills gain – applies to youth participants who are enrolled in an educational program leading to the attainment of certificate or occupational credential. Youth participant may receive a \$30.00 incentive award upon attaining a full one point increase in an educational functional level (EFL) in each functional area (math, reading, language).	\$30.00 \$30.00 \$30.00
Active participation on work-based learning activities (e.g., job shadowing, including established curricula and/or workshops series).	\$25.00 \$15.00
Skills progression. Youth participant successfully completed a required exam required for a particular occupation, or progress in attaining technical or occupational skills as evident by trade –related benchmarks such as knowledge-based exams.	\$50.00