

# Workforce Investment and Opportunity Act Policies and Procedures

## **WIOA YOUTH PROGRAM – INCENTIVE POLICY**

**REVISION EFFECTIVE DATE: September 1, 2020**

**SUPERCEDES: March 6, 2019**

---

### **PURPOSE**

This policy communicates the incentive policy for Out-of-School and In-School Youth for the WIOA Youth Program.

### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) 20 CFR 681.640 states that incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. This policy governs the award of incentives for out of school youth participants.

### **POLICY**

This incentive policy applies to WIOA youth clients participating in WDD programs. Youth incentive will be based on achievement of program milestones. This policy will be in effect indefinitely or until it is superseded by another policy. The policy will be implemented provided WIOA funds are available and incentives are allowable. Incentive awards can be reduced or modified based on availability of funding and/or administration decision. To be eligible to receive any incentives enrolled in a WDD approved youth program, maintain required monthly contact with career planner and meet one or more of the following criteria:

#### **A. WORK BASED LEARNING AND WORKSHOP COMPLETION**

1. This incentive is available for youth who participate in all required workshops along with internship/work-based learning activities.
2. Maximum incentive a youth can receive is \$250 for successful completion of all required workshops and work-based learning components.
3. Successful completion is defined as completion all workshop expectations, including but not limited to 95% actual attendance, active class participation, knowledge of and completion of class materials (as demonstrated by pre and post-test scores) and successful completion of work-based learning assignments.
4. Participants who received a strike(s) via the participant policy will be awarded an incentive at management's discretion.
5. Workshop attendance and punctuality will be documented by timesheets on which the client will sign in and out daily. The timesheet must be completed and signed by the client and the workshop facilitator. Virtual workshops will be verified and documented by the career planner.
6. Class participation and completion of class material will be documented by the workshop facilitator.
7. Successful completion of work-based learning component will be documented by the worksite supervisor and the career planner through submission of timesheets, monthly evaluations, and skill progression.

#### **B. CREDENTIAL**

1. This incentive is available for youth who are enrolled in the WIOA program and attending ITA funded classes leading to an industry recognized credential.
2. Maximum incentive a youth can receive is \$500 for successful completion including all required exams necessary to obtain the credential.
3. If a client completes workshops/work-based learning, and receives an industry recognized credential, they are only allowed an additional \$250, for a maximum of \$500 total.
4. To receive an incentive payment, participants must submit monthly time sheets with instructor signatures for all classes as well as grade report from the institution.

5. All timesheets, grade reports, and credentials must be submitted within 15 days of the following month.
6. Participants who received strike(s) via the participant policy will be awarded an incentive at management's discretion.

#### GOAL COMPLETION

To be eligible for incentives clients must also complete all individualized goals. Goals will be determined by the career planner, and agreed upon with the client in writing, prior to starting the program. **Clients must complete all goals within 90 days of completing work-based learning and/or ITA program components. If a client does not complete all goals within 90 days, they must be actively working with their career planner and making progress towards goal completion. Participants may be awarded incentives after 90 days of program completion at management's discretion.** Program goals may include:

1. Attainment of GED/High School diploma
2. Increase in educational functional level
3. Successful completion of required program workshops
4. Successful completion of work-based learning
5. Achievement of measurable skills gains
6. Successful completion of occupational training, including attainment of all required exams/licenses
7. Placement into training related unsubsidized employment.

If the client has already received incentives exceeding the maximum allowable amount, they are not eligible for additional incentives. Additionally, if a client completes a credential, as well as cohort workshops and work-based learning, the maximum they can receive is \$500. All incentives will be submitted to the Senior Program Specialist for final approval.