

POLICY

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| TITLE: | Youth Incentive | PROGRAM: | Youth |
| EFFECTIVE DATE: | January 1, 2020 | REVISIONS: | |

Purpose

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

Reference

P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.
 20 CFR § 681.640,650
 2CFR 200.302 (b)(4) & 303
 TEGL 8-15

Youth:

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of NR/MR WDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check. Under no circumstances may a client be given cash. These rewards are intended to provide an incentive for the youth's continued participation in an activity by recognizing good performance or attendance.

Procedure

Youth:

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. Based on funding availability, incentives can be given up to the amounts listed for each goal achieved.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

- Educational Functioning Level for Measurable Skills Gain: \$100.00 – Youth are eligible for an incentive upon the increase of one educational functioning level. The same assessment tool administered for pretesting must also be administered for post-testing. The Test for Adult Basic Education (TABE) will be utilized as the standard testing tool. **Maximum of one incentive payment per program per year.** (Copy of pre and post-test required)
- Degree/Certificate: \$100 – Youth are eligible for an incentive upon attainment of a degree/certificate/credential recognized by WIOA. Includes high school diplomas and GED's. **Maximum of one incentive payment per program per year.** (Copy of degree or certificate required)
- Career Readiness Certificate: \$50 – Youth are eligible for an incentive upon attainment of a career readiness certificate (any level). **Youth may only receive one incentive for receipt of a career readiness certificate.** (Copy of certificate required)

- Incentive payments are awarded to youth who attend work readiness/leadership development activities in order to improve attendance and encourage participation in WIOA activities. Payments are awarded as follows:
 1 – 3 Hours = \$20
 4 – 6 Hours = \$40
 A Training Activities Attendance Sheet will be required to document the name of class and number of hours completed.

Youth incentive awards are limited to a lifetime amount of \$500.00 maximum per eligible youth. Exceptions may be granted by the NR/MR WDB Executive Director. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedures, that ensures all participants receive equal rewards for equal achievement.

Documentation

The following documentation should be completed to process payments for EFL Gains, Degree/Certificates, CRC attainment, or Work Readiness/Leadership Development.

Client Name: _____

Address: _____

State ID: _____

Incentive Type (check one): EFL____ Degree/Certificate____ CRC____ WR/LD____

| | | |
|-----------------|---------------------------------------|--------------------------------------|
| EFL Only | Previous Math Level: _____ | Current Math Level: _____ |
| | Previous Language Level: _____ | Current Language Level: _____ |
| | Previous Reading Level: _____ | Current Reading Level: _____ |

Total Incentive Amount: \$_____