

## **Union County Youth Incentives Policy**

### **1. Purpose**

Union County shall utilize the following policy and guidelines as part of the WIOA Youth Employment Program in an effort to promote and reward behaviors and outcomes that will enhance efforts to meet or exceed WIOA Performance Measures.

### **2. References**

Workforce Innovation and Opportunity Act Section 129 and Regulation 681.650  
Code of Federal Regulations 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Federal Awards

20 CFR § 681.640, which states that incentive payments to youth participants are permitted for recognition and achievement as long as they are directly tied to training activities and work experiences; it further underscores that local programs must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:

1. Tied to the goals of the specific program;
2. Outlined in writing before the commencement of the program that may provide incentive payments;
3. Align with the local program's organizational policies; and
4. Are in accordance with the requirements contained in 2 CFR part 200.

### **3. Background**

It is important to make positive connections with young adults from initial recruitment efforts. This includes engaging young adults who can talk positively about programs as peer advocates and recruiters; collaborating with community and faith-based organizations that already work with disadvantaged young adults, especially out-of-school young adults; and offering young adults incentives for recruiting new participants. Outreach and recruitment strategies can also tap into the young adult culture through public service announcements on local radio stations that appeal to young people.

WIOA allows the payment of incentives to young adult participants for recognition and achievement directly tied to training and work experiences. Since WIOA young adult programs are driven by performance outcomes, incentives that encourage recruitment, participation, and successful completion are beneficial to young adults and local areas. Based on this premise, the following young adult incentive policy and procedures are established.

#### 4. Policy

Incentives are available to young adults based upon their progress and/or achievement toward employment and education success as outlined in their Individual Service Strategy (ISS).

All youth registered in the Union County WIOA YEP are eligible to receive incentive awards, in accordance with the guidelines listed on the attached schedule of benefits.

The Union County Incentive Award Schedule provides the maximum amount allowed for the achievement of each successful outcome. Young adults may receive more than one incentive for the achievement of multiple outcomes and such incentives can also be awarded during the 12-month follow-up period. Maximum incentive amount per year is \$300. Follow-up incentives are not included in the maximum.

**Other Incentives:** Other incentives may be developed on an individual basis or in conjunction with a structured youth project. Such incentives must be approved by the Union County Workforce Development Board designee prior to implementation.

Case Managers will be responsible for documenting the attainment of incentives for each young adult and proper documentation to support the awarding of incentives scanned into the youth's record in the case management system.

Note: Under 2 CFR 200, Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

**Payment Method:** Incentives shall be paid to young adult in the form of gift cards/certificates matching the assigned incentive amount for each achievement or in the form of a check. When incentives in the form of gift cards/certificates are given, a receipt of such signed by the participant will be part of the case file.

All incentive payments shall be described and noted in the participant's ISS and/or case management file. This shall include the amount, type of payment method, and justification. Please note: Incentives are not to be dispersed as payroll, and, thus, income tax is not to be withheld. Attachment A must be completed for each incentive payment.

**Annual Review:** Service Providers will annually review and determine if their WIOA young adult budget allocation can support all planned incentives. Service Providers will issue formal guidance to staff on which incentives are affordable within annual budgets.

#### 5. Action

This directive is to be made available to appropriate staff.

## WIOA Youth Incentives Schedule

### WIOA Youth General Incentives

HSE Attendance – 100% attendance per month and show level gain (may receive more than one)	\$25.00
Increase TABE assessment score by educational functioning level (max 2x)	\$25.00
Soft Skills – Obtain Certificate	\$25.00
Employment portfolio, Complete Resume, Cover letter, Professional references sheet	\$50.00

### WIOA Youth Credential Incentives

<p>Credential attainment incentive (during participation or within 12 months follow-up) (High school diploma, High school equivalency diploma; must also become employed, enrolled in training or post-secondary)</p> <p>A payment of \$100 will be paid to an individual who enters the program without a high school diploma or HSE, and who earns a high school diploma or HSE (either receives the HSE or attains HSE status) as part of their participation in the program. Proof of attainment shall include a copy of the high school diploma, HSE (or letter of attainment), or verification of same by issuing agency.</p> <p>A payment of \$100 will be paid to individuals who receive occupational certification (as defined by Union County as part of their participation in the program. Only one occupational certification may be paid per individual youth, as defined in the Individual Service Strategy (ISS). Proof of attainment shall include a scanned copy of the certificate or verification of same by issuing agency.</p>	\$100.00
Credential attainment incentive ( <b>limited to ONE incentive</b> during participation or during 12 months follow-up): Post-secondary credential, Occupational Skills License or Certificate	

### WIOA Youth Placement/Follow-Up

Incentive award for placement in employment and education is only available to youth who were not in employment or post-secondary education at the time of application.									
<p>Youth who maintain continuous unsubsidized employment (minimum 20 hours per week) or in post-secondary education (minimum six credit hours or ½ time equivalency) for a period of at least 90 days after exit and remain in employment/education in the:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>1st Qtr after exit:</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td>2<sup>nd</sup> Qtr after exit:</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td>3rd Qtr after exit:</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td>4th Qtr after exit:</td> <td style="text-align: right;">\$25.00</td> </tr> </table> <p>Must provide proof within the quarter to receive the incentive.</p>	1st Qtr after exit:	\$25.00	2 <sup>nd</sup> Qtr after exit:	\$25.00	3rd Qtr after exit:	\$25.00	4th Qtr after exit:	\$25.00	
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2 <sup>nd</sup> Qtr after exit:	\$25.00								
3rd Qtr after exit:	\$25.00								
4th Qtr after exit:	\$25.00								

As stated earlier in the Payment Method:

- All incentives must have documentation
- All incentive payments shall be described and noted in the participant's ISS.
- This shall include the amount, type of payment method, and justification.
- Documentation shall be provided for all incentives.
- Young adults may only receive one incentive per attainment.

**Attachment A:**

**Checklist for Youth Incentives**

Please Check WIOA Youth Attainment Completed	Date of Completion	Documentation
HS Attendance (Attach subsequent achievements)		
TABE assessment grade Level attainment		
Soft Skill Attainment		
Young Adult Recruitment		
Increase TABE Grade Level		
Employment Portfolio		
Recruitment of young adults		
Credential Attainment		
1 <sup>st</sup> QTR Follow-up (Employment/Training)		
2 <sup>nd</sup> QTR Follow-up (Employment/Training)		
3 <sup>rd</sup> QTR Follow-up (Employment/Training)		
4 <sup>th</sup> QTR Follow-up (Employment/Training)		

To reiterate, all incentive payments shall be described and noted in the participant’s ISS. This shall include the amount, type of payment method, and justification. Documentation will be provided for all incentives. Young adults may only receive one incentive per attainment.