Herkimer, Madison & Oneida
WORKFORCE DEVELOPMENT BOARD

POLICY #17-05: Youth Incentives

DATE: June 23, 2017

APPLIES TO: WIOA Title I-B- Youth Programs

History
As provided for under the Workforce Innovation and Opportunity Act (WIOA) and the WIOA Final Rules, the Herkimer, Madison & Oneida Workforce Investment Board has defined the WIOA Youth Incentive Policy and Procedure.

Purpose
The purpose of this policy is to communicate local policy regarding the expected use of incentives for WIOA-enrolled youth. Incentives encourage participation or reward participants for achieving specific elements. An incentive is a payment to an eligible WIOA Youth participant for the successful participation and achievement of expected outcomes as defined in the individual’s Individual Service Strategy (ISS).

Provision
The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Achievements must be documented in America’s One Stop Operating System (OSOS) and in the participant’s file as the basis for an incentive payment. If the youth has exited the WIOA Youth enrollment and is in WIOA Youth Follow-up the youth is still eligible to receive incentives.

Policy
WIOA enrolled youth may be eligible for incentive payments once they have reached pre-determined milestones in their participation period and have submitted verification of these milestones. Milestones are described as:

1. Obtainment of high school diploma or equivalent $100.00
2. Attainment of certificate and/or license for completion of job training program $100.00
3. Placement in unsubsidized employment:
   - 30 days $50.00
   - 90 days $100.00
   - 6 months $100.00
   - 12 months $100.00
   *does not have to be the same employer
4. Attainment of a post-secondary degree $200.00
WIOA staff will outline incentive policies with participant by explaining the WIOA Incentive Plan Contract (see attached). This contract will be signed by staff and participant and maintained in participant folder with a copy given.

Once WIOA youth staff have verified that participant is eligible for one of the above, a WIOA Incentive Request form (see attached) may be submitted by staff and approved by WIOA supervisor prior to disbursement and, a WIOA Incentive Receipt (see attached) form, must be signed by participant for each incentive awarded. Original forms and submitted supporting documentation are to be maintained in the participant folder with a copy given to participant. In addition, comments must be entered in the OSOS record and on the ISS detailing each milestone achieved and incentive given. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Unless otherwise approved, incentive disbursements will be in the form of check not to exceed corresponding amount and disbursements are limited to the actual incentives available at time of request unless other arrangements are approved. Selection/choice of gift cards may be prioritized if unsure of availability. 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.

WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth’s personal attainment goals. WIOA Youth in need of emergency assistance must be referred to appropriate service provider.
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WORKFORCE DEVELOPMENT BOARD

WIOA INCENTIVE REQUEST

Date: ________________

Staff Requesting: ________________________________ Phone: ________________________________

Youth Name: ________________________________ Request #: ________________________________

Youth OSOS ID: ________________________________

□ In-School Youth/ □ Out-of-School Youth AND □ ISS Developed □ Active Participant

In recognition of:

1) Obtaining a High School Diploma or Equivalent: $100.00
2) Obtaining a Job Training Program Certificate/License $100.00

3) Entered into Unsubsidized Employment:
   $50  30 days of employment
   $100  90 days of employment
   $100  6 months of employment
   $100  12 months of employment

4) Upon completing Post-Secondary Degree $200.00

Describe reasons youth received incentive and include a brief narrative supporting request and detailing verification used (be specific - attach any supporting documentation and record in OSOS).

Type of Incentive:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Approved by: ________________________________ Date: ________________________________

Finance/Tracking: Check Number: ________________________________
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WIOA INCENTIVE RECEIPT

Date: __________________________

Check Number: __________________________

Youth OSOS NY ID: __________________________

Youth Name: __________________________

Youth Signature: __________________________

I ____________________________, attest that I have received an incentive (s) for the following:

**Education:**

☐ $100.00 Obtained a High School Diploma or Equivalent

☐ $100.00 Obtained on the Job Training Program Certificate/License

**Unsubsidized Employment:**

☐ $50.00 Completing -- 30 days of employment

☐ $100.00 Completing -- 90 days of employment

☐ $100.00 Completing -- 6 months of employment

☐ $100.00 Completing -- 12 months of employment

☐ $200.00 Completing -- Post-Secondary Degree

Total amount received: __________________________

Staff Name: __________________________

Date: __________________________

Staff Signature: __________________________
Workforce Innovative Opportunity Act (WIOA)
Out of School Youth (OSY) Incentive Plan Contract

DATE: _________________________________   OSOS ID: NY ________________________________

OSY NAME: ____________________________________  PHONE: __________________________________

ADDRESS: __________________________________________________________
(#) (Street) (City) (State) (Zip)

Purpose of the Plan:
1) To provide a cash incentive for participants to earn or obtain:
   a) High School Diploma or High School Equivalency Diploma
   b) Job Training Program Completion Certificate or license
   c) Unsubsidized employment for: 30 days/90 days/6 months/12 months
   d) Post-Secondary Degree

2) A copy of diploma/degree/completion certificate/license, if required, or paystub must be provided as evidence that
cash incentive milestone has been earned.

Eligibility Criteria:
   a) Enrolled as WIOA OSY
   b) Actively participating with program and in contact with WIOA staff

Incentives:
5) Upon obtaining a High School Diploma or Equivalent, I will earn; $100.00. Date:____________ Initial

6) Upon obtaining a Job Training Program Certificate/License, I will earn; $100.00. Date:____________ Initial

7) Upon entering into Unsubsidized employment, I will earn;
   $50 for 30 days of employment- Date: ______________ Initial
   $100 for 90 days of employment- Date: ______________ Initial
   $100 for 6 months of employment- Date: ______________ Initial
$100 of 12 months employment-

8) Upon completing Post-Secondary Degree, I will earn; $200. Date:____________ Initial

Agreement:

I ____________________________, understand and acknowledge that, by participating with the
Participant name (Print)
Herkimer/Madison Oneida County WIOA Out of School Youth Program, I may earn incentives as outlined in the above
contract.

____________________________________  __________________________
Participant Signature                         Date

____________________________________  __________________________
WIOA OSY Staff                               Date