

Policy Name:	WIOA Youth Incentive Policy
Date Approved	Executive and Finance Committee Approval: 10/31/23 Board Approval: 12/8/23
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Owner	Director of Youth Services/ Executive Director
Review Date	1/1/20

Policy:

Reference: WIOA Sec. 129; 20 CFR § 681.640; 2 CFR Part 200; Training and Employment Guidance Letter No. 21-16

WIOA allows for incentive payments to be made to youth participants, provided the incentives are:

- (a) Tied to the goals of a specific program;
- (b) Outlined in writing before the commencement of the program that may provide the incentive payments;
- (c) Aligned with the local program's organizational policies; and
- (d) Issued in accordance with the requirements contained in 2 CFR part 200.

CNY Works, Inc. only provides the following incentives to eligible WIOA participants. Incentives are awarded only if the participant has met the requirements of a program, employer, educational institution, or training provider. The incentive must be linked to achievement and must be related to occupational training skills, education activity and/or work experience. The participants must achieve or exceed goals that are not considered requirements of participation. Participants must be aware of the existence of such incentive and understand the terms and standards of its award. This policy applies to all CNY Works, Inc. WIOA-funded in-school youth (ISY) and out-of-school youth (OSY) participants.

It is important to note that incentives are not an entitlement. All incentive awards will be subject to the availability and budgeting of WIOA Youth Program funds and applied at the discretion of CNY Works, Inc.

The following incentives are allowable:

Benchmark Incentive	Incentive Amount
Attainment of High School Equivalency (HSE)	\$200
Attainment of High School Diploma (HSD)	\$100
Attained of a documented Measurable Skills Gain*; other than HSE or HSD May earn one \$100 incentive per program year for up to 4 program years	\$100 per Program Year
Obtained Unsubsidized Employment	\$100
Youth Placement/Follow-Up: 2 nd Quarter after Exit	\$100
4 th Quarter after Exit	\$100
20-hour training with completion of at least 90% of the training	\$250
Over 20 hours of training with completion of at least 90% of the training	\$350

When considering types of incentive payments, Federal funds may not be spent on entertainment costs such as outlined in 2 CFR 200.438. 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.

Procedure:

- a) Description of achievement to qualify for specified incentive award is documented in the case file and OSOS as part of the Individual's Service Strategy (ISS);
- b) Review youth contract provisions, if necessary, to ensure contract requirements are met before processing incentive;
- c) Supporting documentation of attainment prior to issuance of incentive award (copy of credential/test scores/grades, employer evaluations, and/or records of attendance) retained in the case file;
- d) Turn a copy of the credential/test scores/grades/paystub/attendance sheet attached to a Purchase Requisition to the Director of Youth Services for approval;
- e) A check will be issued to the customer within two weeks of receiving the benchmark.

*Measurable Skills Gain- depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestone, from an employer or training provider who is providing training, or
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.