

Policy 2019 – 12.1

(Revised & Approved 10/9/2020)

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Workforce Development Board
60 Central Ave., Rm B38
Cortland, NY 13045
Contact: Amy Buggs
607-753-5071

WIOA Youth Incentive Policy

Active WIOA youth and youth in follow-up status may be considered for incentive disbursements for meeting established benchmarks, behaviors and outcomes that will enhance efforts to meet or exceed WIOA Common Measures and NYS Customer Service Indicators.

The awarding of incentives is a means to motivate, encourage and reward attainment of individual goals that lead to the completion of a high school diploma or equivalency, complete a training program and receive a recognized certificate, obtain and retain employment or other significant programmatic outcomes.

Incentive Eligibility

An active WIOA youth or an exited youth within the 12-month follow up period may be considered for incentive disbursement. Incentive disbursements do not include wage or training subsidies.

Policy

An incentive award is a payment to a WIOA youth program participant for the successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS). Gift card(s) or checks for incentive disbursements will be issued based on documentation received. It should be noted that WIOA funds may not be used for incentives for recruitments, eligibility documentation or to incentivize participation. Staff distributes the incentives to the participant. The incentive will be picked up by the participant. (There will be no incentives mailed or given to a third party) The incentive form MUST be signed and dated for receipt of the incentive payment.

<u>Goal</u>	<u>Proof of goal attainment</u>	<u>Incentive*</u>
Earn a high school diploma/HSE	Copy of diploma/printout for NYSED website	\$400.00
Verification of unsubsidized employment (after 30 days)	Submit copy of paystubs for the time period of the incentive.	\$100.00
Maintain unsubsidized employment for 6 months	Submit copy of paystubs for the time period of the incentive.	\$200.00
Complete a post-secondary ITA training and earn a credential.	Present credential or certificate	\$400.00
Retaining employment after exit. (Maybe more than one employer)	Submit copy of paystubs or written employer statement 1 st and 3 rd quarter after exit 2 nd and 4 th quarter after exit	\$100 \$200

**"Other" for consideration of an incentive related to the successful completion of a unique goal/benchmark.	Acceptable documentation must be approved by the WDB Director and/or Employment & Training Director	TBD with approval of the WDB Director and/or Employment & Training Director (Max. \$200)
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Limitations:

- a) Total amount of incentives per participant per program year, will not exceed \$1900.
- b) Incentive payments will be made based on availability of funding.
- c) Participants must submit documentation for incentives within 2 months of completion of the goal to be eligible for payment.

***Individual store gift cards or a Visa gift card may be purchased. The activation fee will be included for any Visa Card, as the activation fee must be paid at the same time as the purchase and cannot be broken out as a separate payment.) Incentives must NOT include entertainment such as: movies, sporting event tickets, or gift cards to movie theaters or other venues whose sole purpose is entertainment as per Uniform Guidance at 2 CFR part 200.**

**** Checks to participants may also be issued instead of a gift card. (With a W-9 on file in fiscal office)**

*****Other: If a situation arises that is not currently listed in the Incentive Chart, the Employment & Training Director will review the facts with the WDB Director. All information will be documented along with the rationale for approving or not approving the request.**

Incentive Request

Submit request to LWDB fiscal staff (hburnham@cortland-co.org or abuggs@cortland-co.org)

Date: _____ Staff Requesting: _____

Youth Name: _____

Youth OSOS ID: _____

In-School or Out-of-School and ISS Developed Active Participant

In recognition of (Please check all that apply):

- High School Diploma/High School Equivalency Diploma (\$400)
- Verification of unsubsidized employment after 30 days (\$100)
- Maintains unsubsidized employment for 6 months (\$200)
- Complete ITA training and earn credential (\$400)
- Verification of unsubsidized employment 1st and 3rd quarter after exit (\$100 ea. Qtr.)
- Verification of unsubsidized employment 2nd and 4th quarter after exit (\$200 ea. Qtr.)
- Other – a gift card(s) or check may be issued for benchmark items not covered in this list.

Exceptions must be approved by the Employment and Training Director and the WDB Director.

Describe reasons youth received incentive. Include a brief narrative supporting the request (be specific –

Please attach any supporting documentation and record all incentive in OSOS within appropriate timeframe.

Type of Incentive (e.g., gift card, store gift card, check, etc.): _____

Supervisor Signature: _____ Date: _____

Approved by (LWDB staff signature and date): _____