

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

## **WIOA Youth Incentive Procedure**

Effective 10/09/2020, active WIOA-enrolled youth may be considered for incentive disbursements as described in the Youth Incentive Policy, while involved in the WIOA Youth Program. There are no circumstances where this amount may be exceeded. Incentive disbursements do not include wage or training subsidies. Incentives cannot be retroactive.

As described in the previous paragraph, "WIOA enrolled" requires an active WIOA youth case record in OSOS, an initiated Individual Service Strategy (ISS), and all WIOA required eligibility documentation.

- "Active" involves a participant in good standing- who is fully participating in necessary activities, has acceptable attendance, adequate follow-through, and has engaged in attaining WIOA Youth Common Measure outcomes.

An **Incentive Request Form** must be submitted and approved prior to disbursement and, an **Incentive Receipt** must be obtained for each incentive given out. Original forms are to be maintained by the LWDB office with a copy kept in WIOA youth hard file. Supporting comment(s) must be entered in the OSOS record that briefly explains why the incentive was given, date, and what the amount of incentive is. 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 a gift card or check not to exceed corresponding amount; refer to Incentive Request form for more specific incentive information.

Disbursements are limited to the actual incentives (e.g., gift cards or checks) 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.

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.

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.

Staff should follow the Incentive Procedure outlined below to ensure proper distribution and receipt of incentives.

## **Incentive Procedure**

1. Program staff will complete Request Form and submit to LWDB Director for approval and processing
2. LWDB Director must verify Incentive Request (youth OSOS ID, accomplishment, other) and send signed approve copy back to Case Manager, E&T Fiscal Staff and WDB Fiscal Staff.

\*If incentive request not approved, return to program staff and request further action if necessary

3. Approve and confirm arrangements for staff to acquire incentive
4. LWDB fiscal staff tracks incentive distribution on spreadsheet
5. Program staff distributes incentives and completes Incentive Receipt form with youth and staff signatures
6. Staff returns completed Receipt to LWDB fiscal staff, a copy should remain in the participant file
7. LWDB fiscal staff files original Receipt and Request Forms
8. Program staff enter supporting comment in OSOS case record of request and receipt of incentives and keep copies of Request and Receipt in youth hard file

## Incentive Request

Submit request to LWDB Director ([abuggs@cortland-co.org](mailto: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 1<sup>st</sup> and 3<sup>rd</sup> quarter after exit (\$100 ea. Qtr.)
- Verification of unsubsidized employment 2<sup>nd</sup> and 4<sup>th</sup> 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.

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (LWDB staff signature and date): \_\_\_\_\_

## Incentive Receipt

*Keep hard copy in participant's folder*

Date: \_\_\_\_\_

Youth OSOS ID: \_\_\_\_\_

Youth Name: \_\_\_\_\_

Youth attests that they have received **(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 1<sup>st</sup> and 3<sup>rd</sup> quarter after exit (\$100 ea. Qtr.)
- Verification of unsubsidized employment 2<sup>nd</sup> 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.

Card # or Check #: \_\_\_\_\_

Print Name & Signature of Program Staff issuing the incentive:

\_\_\_\_\_

Youth Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_