

<b>Policy Name:</b> Youth Incentive Policy	<b>Policy Number:</b> 03-2020	<b>Date:</b> September 24, 2020
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**Introduction**

Incentives are remuneration to participants for successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS). Incentives are allowable within the parameters of WIOA and approved Board policy. Incentives are not considered training subsidies, income for WIOA eligibility purposes, are not required to meet wage requirements, are not to be dispersed as payroll, and income tax is not to be withheld. Incentives may be disbursed as cash or non-cash remunerations. Incentives may include plaques, certificates, gift certificates, and recognition ceremonies for participants, school supplies, or a check, and cannot be retroactive. 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.

**Eligibility**

- “WIOA Enrolled” requires an active WIOA youth case record in Louisiana Workforce HIRE system, 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 Common Measure outcomes.
- All cash incentives must be approved by the Program Administrator. And must have supportive documents.

**Provision**

**PERFORMANCE CASH INCENTIVES**

- \$50.00 –Literacy and/or Numeracy Gains – increase by at least one educational functional level on or before anniversary date per program year; may receive up to \$100.00 per year total if increase in both areas at the time of post-test.
- \$100.00 – Attainment of a Degree/Certificate – High School Diplomas, HiSET Certificate, Occupational Skills Training (ETPL) Certificate.
- \$100.00 Outstanding Documented Performance on Worksite – Youth performing above and beyond their assigned tasks on their worksite as documented by their worksite supervisor.
- \$300.00 – Unsubsidized employment/Post-Secondary – Secure unsubsidized employment or enrolled and maintain good standing in post-secondary education and retain for at least 6 months.

**PERFECT ATTENDANCE INCENTIVES**

Participants who have not succeeded in the traditional school system or those who face barriers often find it difficult to commit to participation in life-changing experiences. A solution is to reward these youth \$100.00 and a certificate of excellence once they reached their goal of 100% attendance. Incentives motivate youth to limit their absences from class or work.

- \$100.00 – Perfect Attendance - in the classroom or on the worksite.
- \$50.00 – Perfect attendance – attendance at mandatory Work Readiness Sessions

**LEADERSHIP/WORK READINESS VIRTUAL INCENTIVES**

Youth may participant in a virtual training each month. The trainings will be held on the last Thursday of each month from 4:00 – 5:30. If the date falls on a holiday, it will be changed to the previous Thursday. The training will consist of topics such as: financial literacy, leadership training, motivational training, entrepreneurial training, academic instructions, career personality awareness, and resume writing. Participants will be required to take part in four of the five trainings held from August to December in order to receive a certificate of completion with a \$200 stipend to be given out in December.

January to April will be the next series of virtual training classes. In May, the second stipend of \$200 will be given out. Participants will be required to take part in three of the four trainings held from January to April in order to receive the stipend of \$200. The case managers and counselor monitors will have the responsibility of making sure that their participants attend the trainings. Participants will be given a list of all dates and times. Each month, two weeks prior to the training and the week of the training, case managers and counselor monitors will reach out to their participants to remind them of the upcoming training.

**MAXIMUM ANNUAL INCENTIVE**

Each incentive stands alone, but the total cash amount will not exceed 1,000.00 within a program year. Incentives may only be provided when there are available of WIOA funds.

**Process**

An incentive request form must be submitted and approved prior to disbursement. Incentives also must be included on the ISS. Original forms are to be maintained by the fiscal staff with a copy kept in the WIOA youth file. Supporting comments must be case noted in HIRE briefly explaining when the incentive was given, date, and the amount. It is the responsibility of the requesting staff to complete required paperwork, collect required documentation and complete all case note entries. **All incentive disbursements will be in the form of a check not to exceed corresponding amount.**

**Approval Authority**

Incentive payments are not automatic or guaranteed; they are based on approval of Program Administrator; and availability of funds.

**Local Board Discretion**

All information contained in this policy may be subject to change based on availability of funds and through approval of LWDA21 and /or the LWDB.

  
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WIOA Chief Administrator/LWDB 21 Director

Historical Notes: Authorized by Public Law No: 113-128. Work Force Investment Opportunity Act 2014. Created January 14, 2016. Revised August 20, 2019.