

**Capital Region Workforce Partnership (CRWP)**  
**Workforce Development Board (WDB)**  
**Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP113**

**Youth Incentive Payments**

**References:**

Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor, Employment and Training Administration, (20 CFR 681.580 and 20 CFR §681. 640)

Virginia Community College System, Virginia Workforce Letter #14-02

**Effective Date:** February 1, 2018 (*Adoption date 12/15/17*)

**Replaces:** Resource Management Policy #34

**Purpose**

To provide guidance to Title I WIOA Youth program service providers for granting incentive awards to enrolled participants in a uniform and consistent manner within the policy parameters.

**Background**

Incentives are allowable to youth enrolled in the WIOA Title I Youth Program. They are intended to be used to encourage and motivate the participant to reach specific goals and obtain positive outcomes, as outlined in the Individual Service Strategy (ISS).

**Policy**

In accordance with §681.640, incentives must be tied to the goals of the program, outlined in writing before the commencement of the program and aligned with the local WDB policy.

An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes defined in the individuals ISS. The incentive award must be linked to a tangible achievement and must be tied to training and education, measurable skill gain and/or credential attainment as identified in the ISS. Incentives are considered awards for achievement and participation in the 14 youth program elements. Such achievements must be documented in the participants' file as the basis for an incentive award payment.

Incentive award payment shall be made in a uniform and consistent manner and administered to ensure all participants receive equal rewards for equal achievement.

Incentive payments may be awarded as cash and/ or material incentives.

Achievements eligible for an incentive award during active participation:

- Measurable Skills Gains
- Attainment of Secondary Credential or its Equivalent,
- Attainment of Career Readiness Certification
- Attainment of Occupational Skills Certificate
- Entering Post Secondary Education
- Attainment of Unsubsidized Employment
- Completion of an entrepreneurial training and/or Attainment of a Business License or its equivalent

**Achievements eligible for an incentive award during 12 months follow-up:**

- Attainment of Secondary Credential or its Equivalent,
- Attainment of Occupational Skills Certificate
- Entering Post Secondary Education
- Retention of Unsubsidized Employment during the 2<sup>nd</sup> and 4<sup>th</sup> quarter follow-up

Youth incentive award payments are limited to **\$800 for the life** of the eligible program application. Youth service providers are able to customize the individual category amounts based on program design. Eligible incentive awards must be documented in the participants file and outlined in the ISS prior to commencement.

The Youth Service Provider must develop an incentive guide that documents which incentive awards participants can earn during participation in the program. The incentive guide must further define the achievement category and include the amount that can be earned per eligible achievement above, the number of times the participant can earn for that achievement, and the source documentation that will be used to validate attainment.

Validation of the incentive payment must be based on source documentation of the attainment. The source documentation must detail the method and date of distribution along with issuing and receiving person's printed and signed name on an incentive receipt form. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and participant's activities to ensure compliance. The service provider must also document the attainment of incentive payment as an activity in the state's system of record and with a case note as described in VWL #14-02. Note: Incentive payments are not considered supportive services and this policy does not include work experience incentive payments.

CRWP shall review service provider's compliance with this policy during the monitoring process.

**CRWP Right**

CRWP may suspend or withdraw authorization for incentive payments at any time and at its sole discretion. CRWP reserves the right to revise this policy as appropriate.

**Signed By:**



Director