

Region 4 Workforce Board  
Young Adult Incentives Policy  
2.20.17

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**PURPOSE:** To establish policy and provide direction on the implementation and allowance of incentives for young adults participating in Workforce Innovation and Opportunity Act (WIOA) programs.

**REFERENCES:** Workforce Innovation and Opportunity Act Section 129 and 681.650 Federal Regs 2 CFR part 200.

**Background:**

*It is important to make a positive connection with young adults from initial recruitment. This includes engaging young adults who can talk positively about programs as peer advocates and recruiters; collaborating with community and faith-based organizations that already work with disadvantaged young adults, especially out-of-school young adults; ~~and offering young adults incentives for recruiting new participants~~. Outreach and recruitment strategies can also tap into young adult culture through public service announcements on local radio stations that appeal to young people.*

*WIOA allows the payment of incentives to young adult participants for recognized achievement of milestones directly tied to training and work experiences.* Since WIOA young adult programs are driven by performance outcomes, ~~incentives encouraging recruitment~~, participation, and successful completion are beneficial to young adults and local areas. Based on this premise, the following young adult incentive policy and procedures are established.

**POLICY:** The criteria for incentive awards are tied to the young adult performance outcomes as established by WIOA. Incentives may be awarded to young adults based upon their progress and/or achievement toward employment and education success as outlined in their Individual Service Strategy (ISS). The Incentive Award Schedule provides the **maximum amount allowed** for the achievement of each successful outcome. Young adults **may** receive more than one incentive for the achievement of multiple outcomes and such incentives can also be awarded during the 12-month follow-up period. Maximum incentive amount per year is \$300. Follow-up incentives are not included in the maximum.

**Other:**

Other incentives may be developed on an individual basis or in conjunction with a structured youth project. Such incentives must be approved by the Region 4 Workforce Investment Board designee prior to implementation.

**Case Managers will be responsible for documenting the attainment of incentives for each young adult and proper documentation to support the incentive scanned into case management system.**

**Note:** ~~Under 2 CFR 200, Federal funds may not be spent on entertainment costs. 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.~~

**PAYMENT METHOD:** Incentives shall be paid to young adult in the form of gift cards/certificates matching the assigned incentive amount for each achievement or in the form of a check. When incentives in the form of gift cards/certificates are given, a receipt of such signed by the participant will be part of the case file. All incentive payments shall be described and noted in the participant's ISS and/or case management file. This shall include the amount, type of payment method, and justification. **Please note:** Incentives are not to be dispersed as payroll, and, thus, income tax is not to be withheld. Attachment A must be completed for each incentive payment.

**ANNUAL REVIEW:** Service Providers will annually review and determine if their WIOA young adult budget allocation can support all planned incentives. Service Providers will issue formal guidance to staff on which incentives are affordable within annual budgets.

**ALL INCENTIVES MUST HAVE DOCUMENTATION**

**WIOA Youth Incentives – Must show achievement of milestones**

HSE Attendance – 100% attendance per month and show level gain (may receive more than one)	= \$ 50
Increase TABE assessment score by educational functioning level (max 2x)	= \$ 25
Complete WIN – Soft Skills – Obtain Certificate	= \$ 50
Complete WIN – Career Readiness level 3 - Obtain Certificate	= \$ 50
Obtain NCRC Silver certification	= \$ 50
Participate in 4 workshops per month (limit 4 months) - proof of achievement of training	= \$ 50
Indianacareerconnect.com – Complete personal profile, self-assessment (7 areas), resume, cover letter & Indianacareerexplorer.com – Complete Kuder Assessments (3 areas)	= \$ 50
Complete Work Readiness Workshop Series (Attachment B) - participant may not receive incentive payments for duplicate items. Duplicate items received must be deducted from the total of the incentive i.e. Silver NCRC Certificate (-\$50), WIN Work Habits Certificate (-\$50)	= \$250
Employment portfolio, Complete Resume, Cover letter, Professional references sheet	= \$ 50
Completion of WorkOne College Prep (Attachment C)	= \$ 50
<del>Enrolled young adult recruits an un-enrolled young adult who fully enrolls into WIOA and completes an incentive activity</del>	<del>= \$ 25</del>

**WIOA Youth Credential Incentives**

Credential attainment incentive ( <i>during participation or within 12 months follow-up</i> ) (High school diploma, High school equivalency diploma; must also become employed, enrolled in training or post-secondary)	= \$100
Credential attainment incentive ( <b>limited to 1 incentive</b> during participation or during 12 months follow-up) (Post-secondary credential, Occupational Skills License, Occupational Skills Certificate)	= \$100

**WIOA Youth Placement/Follow-Up** (employment, education, and training) Incentives - Incentive award for employment or post-secondary education (youth who are in post-secondary at enrollment are not eligible for incentive for continuing post-secondary in follow-up).

Youth who maintain continuous unsubsidized employment (minimum 20 hours per week and earn a minimum of \$2,100 QTR) or are attending post-secondary education (minimum 6 credit hours or ½ time equivalency) for a period of at least 90 days <b>after exit</b> and remain in employment/education in the:	
1 <sup>st</sup> Qtr after exit:	= \$ 50
2 <sup>nd</sup> Qtr after exit:	= \$100
3 <sup>rd</sup> Qtr after exit:	= \$ 50
4 <sup>th</sup> Qtr after exit:	= \$100
Must provide proof within the quarter to receive incentive.	

**JAG Incentives (State and WIOA)**

Provide St ID, Social Security Card, Enrollment paperwork, ISS (SIGNED) by end of second week of school ( <b>State JAG only</b> )	= \$ 50
School Attendance (100% attendance per month) Award may be given each month – to be used for youth with attendance issues	= \$ 25
Raises GPA (per grading period) at least .5 (2 per school year)	= \$ 50
Completion of 37 JAG Core Competencies Level 1 & 2	= \$ 50
Completion of 37 JAG Core Competencies Level 3	= \$ 50
Increase JAG post test scores – increase by 10	= \$ 25
High School Diploma or High School Equivalency	= \$100
JAG youth who overcome a significant barrier (as outlined in ISS and approved by team lead)	= \$ 50
Apply for Acceptance into College/Vocational Schools (limit 3)	= \$ 10
JAG student recruits an un-enrolled student who fully enrolls into JAG ( <b>State JAG Only</b> )	= \$ 25

**JAG Follow-up Incentives** (Continuous unsubsidized employment/military minimum 20 hours per week, enrollment in post-secondary education minimum 6 credit hours a semester)

Youth who remain employed/enrolled in post-secondary education/military during 1 <sup>st</sup> quarter of follow-up	= \$ 50
Youth who remain employed/enrolled in post-secondary education/military during 2 <sup>nd</sup> quarter of follow-up	= \$ 100
Youth who remain employed/enrolled in post-secondary education/military during 3 <sup>rd</sup> quarter of follow-up	= \$ 50
Youth who remain employed/enrolled in post-secondary education/military during 4 <sup>th</sup> quarter of follow-up	= \$ 100
Must provide proof within the quarter to receive incentive.	

All incentive payments shall be described and noted in the participant's ISS. This shall include the amount, type of payment method, and justification. Documentation will be provided for all incentives. Young adults may only receive one incentive per attainment. Example: If a young adult is enrolled in WIOA and SJAG, they would not receive two awards for receiving their high school diploma.

## Checklist for Youth Incentives

Please Check WIOA Youth Activity Completed	Date of Completion	Documentation
4 Workshops Completed		
Complete WIN Soft Skills – Obtain Certificate		
Complete WIN Career Readiness Level 3 – Obtain Certificate		
Obtain NCRC Certificate – Level 4		
Increase TABE Grade Level		
Employment Portfolio		
Indiana Career Connect –Indiana Career Explorer		
Recruitment of young adults ( <b>State JAG only</b> )		
WorkOne College Prep Workshop		
Work Readiness Workshop Series (10 items)		
HSE Attendance		
Credential Attainment		
1 <sup>st</sup> qtr Follow-up (Employment/Training)		
2 <sup>nd</sup> qtr Follow-up (Employment/Training)		
3 <sup>rd</sup> qtr Follow-up (Employment/Training)		
4 <sup>th</sup> qtr Follow-up (Employment/Training)		
<b>JAG Incentives</b>		
Provide required eligibility documentation and signed ISS and Application ( <b>State JAG only</b> )		
School Attendance		
Raise GPA		
Completion of 37 competencies, Level 1 and 2		
Completion of 37 competencies, Level 3		
Increase JAG post test scores		
High School Diploma or HSE		
Overcome Barrier		
Apply for College		
1 <sup>st</sup> qtr Follow-up (Employment/Training)		
2 <sup>nd</sup> qtr Follow-up (Employment/Training)		
3 <sup>rd</sup> qtr Follow-up (Employment/Training)		
4 <sup>th</sup> qtr Follow-up (Employment/Training)		

All incentive payments shall be described and noted in the participant's ISS. This shall include the amount, type of payment method, and justification. Documentation will be provided for all incentives. Young adults may only receive one incentive per attainment. Example: If a young adult is enrolled in WIOA and SJAG, they would not receive two awards for receiving their high school diploma.

## Work Readiness Workshop Series (11) items

Activity	Date	Verification of Completion
ICC registration		
ICC Resume Completed		
ICE Assessments		
Resumes 101		
Work Readiness & Back Ground Checks		
Career Interest Workshop		
TORQ Workshop		
Interviewing Workshop		
Job Search Workshop		
WIN Work Habits Certificate		
WorkKeys NCRC Silver Level		

### College Prep Incentive

Activity	Date	Verification of Completion
Proof of Filing FAFSA		
EFC Number		
College acceptance verification		
Financial aid budgeting session		
Proof of course registration		