



OUT OF SCHOOL YOUTH INCENTIVES POLICY

EDD Revision Date: n/a
WDB Review Date: 7/18/22 (Exec), 10/20/22

PURPOSE:

This document establishes the Workforce Development Board of Madera County's policy on the authorization of monetary incentive payments to WIOA Title I Youth participants when specific benchmarks have been achieved that directly support their transition to training and work experience activities.

The incentives are intended to promote and increase program participation by acknowledging the achievement of specific benchmarks that provide necessary skills that ultimately lead to full-time unsubsidized employment and retention.

REFERENCES:

- Workforce Services Directive (WSD) 17-07, WIOA Youth Program Requirements
- Training & Employment Guidance Letter (TEGL) WIOA No. 21-16
- Title 2 Code of Federal Regulations (CFR) Part 200
- Title 20 Code of Federal Regulations (CFR) 681.640

BACKGROUND:

Per 20 CFR 681.640 and WSD 17-07, incentive payments with WIOA funds must be connected to recognition of achievement of milestones in the program directly tied to training activities and work experiences. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes.

Incentive payments must comply with the Cost Principles in 2 CFR Part 200 and as such, incentive payments cannot be in the form of entertainment vouchers, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment. Additionally, internal controls must be established to safeguard any cash or other forms of payments used to award incentive payments.

POLICY:

The Workforce Development Board of Madera County will provide incentive awards to enrolled Out of School Youth participants who achieve specific benchmarks in one or more of the following categories:

1. Completion of Financial Capabilities Workshop
2. Completion of Essential Workforce Skills Workshop

The WDB of Madera County will provide incentive awards for achievement of benchmarks as identified and confirmed by the designated Career Specialist. If the participant is interested in entering a work experience activity, participants will be encouraged to use the incentive to open a bank account for direct deposits.

Incentive payments are to observe the following guidelines:

- awarded in recognition and achievement directly tied to training or work experience activities;
- tied to the goals of the WIOA Title I Youth Program;
- aligned with other Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I youth program policies;
- provided in accordance with the requirements and cost principles in 2 CFR Part 200; and
- provided in a timely fashion, so that participants receive the incentive payments within 15 working days of outcome attainment.

The Career Specialist will develop the terms and conditions for meeting specific benchmarks and a plan to obtain the benchmarks with the participant. The Career Specialist will be responsible for ensuring that the criteria for the incentive award have been met, provide documentation, and complete the necessary request forms for issuing the incentives.

Benchmark definitions, award amounts and documentation requirements are as follows:

1. Completion of Financial Capabilities Workshop

Definition

Attendance and successful completion of all required Financial Capabilities activities and workshop as identified by the Career Specialist.

Award Amount

\$25.00 check (maximum, one-time payment)

Documentation required

- Certificate of Completion for workshop
- Enrollment and 1st time-record for training or work experience activity

2. Completion of Essential Workforce Skills Workshop

Definition

Attendance and successful completion of all required Essential Workforce Skills modules and activities as identified by the Career Specialist.

Award Amount

\$25.00 check (maximum, one-time payment)

Documentation required

- Certificate of Completion for workshop
- Enrollment and 1st time-record for training or work experience activity

ACTION:

This policy is effective on the date of approval by the Workforce Development Board of Madera County and will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

If you have questions, please contact the Executive Director or designee at (559) 662-4500.