



## **Policy and Procedure**

<b>Title:</b>	Youth Incentive Policy	<b>Number:</b>	OP 14-01
<b>Effective Date:</b>	September 18, 2014	<b>Revisions:</b>	10/10/19

### **Purpose**

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

### **Reference**

P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.  
20 CFR § 681.640,650  
2CFR 200.302 (b)(4) & 303  
TEGL 8-15

### **Youth:**

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of SVWDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check. Under no circumstances may a client be given cash. These rewards are intended to provide an incentive for the youth's continued participation in an activity by recognizing good performance or attendance.

### **Procedure**

#### **Youth:**

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. Based on funding availability, incentives can be given up to the amounts listed for each goal achieved. If there are questions regarding funding availability, contact the SVWDB CFO to discuss funding concerns. If it is jointly determined by the CFO and service provider that funding is not available, the SVWDB CEO will send confirmation to Center management that incentives have been placed on hold until the beginning of the next program year.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED.: \$100
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: \$50.00 total
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: \$25.00 for each set of 3 activities completed not to exceed \$50 total.
4. Complete TABE post-test demonstrating attainment of literacy/numeracy gain, evidenced by printed TABE results: \$25.00 per post-test maximum of 2 payments
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: \$100.00

Youth incentive awards are limited to a lifetime amount of \$500.00 maximum per eligible youth. Exceptions may be granted by the SVWDB CEO. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the SVWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

**Documentation for any program**

Case managers must maintain an Incentive Tracking Log provided by SVWDB listing all incentives awarded to each youth. Attainment of goals must be clearly documented in the client's file and in the Virginia Workforce Connection System. The client's receipt of checks, cash equivalents, or a material reward shall be acknowledged by them in the form of a signature documented on the Participant Receipt Form. The Incentive Tracking Log shall include, at a minimum, the client's name, VOS State ID number, funding stream, specific goal accomplished that is being rewarded, and the amount and type of incentive. The Incentive Tracking Log shall be maintained in the client's folder, with a copy submitted for reimbursement. The Incentive Tracking Log shall be signed by the client receiving the incentive and by the case manager who delivered it to them.

Program operators must track the costs of incentives to the specific funding stream in which the client receiving the reward is participating and shall bill the SVWDB accordingly. Checks are the only allowable form for an incentive payment and the program operator will follow financial policies in place for reimbursement from the SVWDB.

**Revisions:** November 19, 2015  
April 11, 2019  
October 10, 2019