

# Chautauqua County Workforce Investment/Development Board

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**Policy Name:** Incentives – WIOA Youth Policy  
**Effective Date:** 2020 10 26 (revised 2022 05 05)

**Purpose:** To establish a policy and procedures for issuing WIOA Youth Incentives- Chautauqua

**Reference:** WIOA Act of 2014, 20 CFR 681.640  
TEGL 21-16

WIOA allows for incentive payments to be made to youth participants, provided the incentives are:

- ✓ Tied to the goals of the specific program
- ✓ Outlined in writing before the commencement of the program that may provide incentive payments
- ✓ Aligned with the local program’s organizational policies
- ✓ Issued in accordance with requirements contained in 2 CFR part 200

WIOA- funded youth incentives must be connected to recognition of achievement of milestones in the program tied to work experience, education or training provided it is made a part of the participant’s individualized assessment and service strategy. The Chautauqua County Workforce Development Board has reviewed these requirements and established the following incentive policy and its accompanying incentive options for implementation beginning November 1, 2020. It should be noted that WIOA funds may not be used for incentives for recruitment, eligibility documentation or to incentivize participation.

## **Chautauqua County WIOA Youth Program Incentive Policy:**

### **Requirements for Youth:**

- (a) In collaboration with the Youth Navigator, has developed an Individual Service Strategy (ISS) outlining training and/or employment goals.
- (b) Is active in WIOA Youth program or follow up activity
  - “Active” involves a participant in good standing-who are engaged in attaining the education and employment goals identified in the Individual Service Strategy.
  - “Follow up” involves a participant in good standing per WIOA Youth Follow Up Procedure.
- (c) Incentives during follow-up may only assist with completion toward predetermined program goals

### **Incentive Documentation:**

- (a) Description of achievement to qualify for specified incentive award is documented in the individual’s case file and OSOS management information system as part of the Individual Service Strategy (ISS)
- (b) Supporting documentation of attainment prior to issuance of incentive award must be received by individual’s Youth Navigator and retained in the case file
- (c) A voucher must be submitted and approved prior to disbursement. Original forms are to be maintained by fiscal staff with a copy kept in WIOA youth hard file. Supporting comment(s) must be entered in the OSOS record that briefly explain(s) why the incentive was given, date, and the value of the incentive. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

The Executive Director may authorize an exception to this policy based on justification.

- (a) Total amount of incentives per recipient per enrollment will not exceed \$2,200.00
- (b) Incentive payments will be made based on the availability of funding
- (c) Participants must submit documentation for incentives within 30 days of completion of the goal in order to be eligible for payment

Goal	Proof of goal attainment	Incentive
Attainment of High School Diploma or High School Equivalency Diploma during program or follow-up	High school diploma or equivalency diploma	\$ 200.00
Successful completion of recognized postsecondary credential or certificate	Copy of credential or certificate	\$ 100.00
Obtain unsubsidized employment	Submit paystub.	\$ 400.00
Currently in unsubsidized employment at least 90 days after exit	Submit paystub corresponding with applicable date	\$ 150.00
Currently in unsubsidized employment at least 6 months after exit	Submit paystub corresponding with applicable date	\$ 200.00
Currently in unsubsidized employment at 9 months after exit	Submit paystub corresponding with applicable date	\$ 250.00
Currently in unsubsidized employment at 12 months after exit	Submit paystub corresponding with applicable date	\$ 300.00
Enrolled in college/training (post-secondary education) or the military	Acceptance letter/schedule	\$ 200.00
Participants enrolled in post-secondary education or training - 2nd quarter after exit	Submit midterm or final grade or progress report from training institution	\$ 100.00
Participants enrolled in post-secondary education or training - 4th quarter after exit	Submit midterm or final grade or progress report from training institution	\$ 100.00
Participant obtains one Measurable Skills Gain within a Program Year (July 1 – June 30) (Maximum 2 Program Years)	Submit midterm or final grade or progress report Educational Functioning Level (EFL) gain documentation, certificate of completion of training	\$ 100.00

**Incentive Request**  
Submit request with voucher

Date: \_\_\_\_\_ Staff Requesting: \_\_\_\_\_

Youth Name: \_\_\_\_\_

Youth OSOS ID: \_\_\_\_\_

Out- of -School and     ISS Developed             Active Participant             Exited: in follow-up

Amount Requested: (insert amount): \$ \_\_\_\_\_ Enrollment Number: \_\_\_\_\_

**Please check the appropriate goal attained and indicate in ISS:**

	Attainment of High School Diploma or High School Equivalency Diploma during program or follow-up	\$ 200.00
	Obtained unsubsidized employment	\$ 400.00
	Successful completion of recognized postsecondary credential or certificate	\$ 100.00
	Currently in unsubsidized employment at 90 days after exit	\$ 150.00
	Currently in unsubsidized employment at 6 months after exit	\$ 200.00
	Currently in unsubsidized employment at 9 months after exit	\$ 250.00
	Currently in unsubsidized employment at 12 months after exit	\$ 300.00
	Enrolled in college/training (post-secondary education) or the military	\$ 200.00
	Participants enrolled in post-secondary education or training - 2nd quarter after exit	\$ 100.00
	Participants enrolled in post-secondary education or training - 4th quarter after exit	\$ 100.00
	Participant obtains one Measurable Skills Gain within a Program Year (July 1 – June 30) (Maximum 2 Program Years)	\$ 100.00

**Note:** Attach supporting documentation and record in OSOS