

EMPLOYERS' TRAINING RESOURCE
1600 E. Belle Terrace
Bakersfield, CA 93307

POLICY BULLETIN: #ETR 27c-24

TO: ETR and WIOA Youth Service Providers
FROM:  Aaron Ellis
Chief Workforce Development Officer
DATE: August 5, 2024
SUBJECT: Youth Incentive Policy

**This Policy Bulletin Supersedes Any Previously Issued Policy Statements
Concerning Youth Incentive Policies and Procedures**

PURPOSE:

The Kern, Inyo and Mono Counties Workforce Development Board (KIM WDB) has developed this policy to ensure that allowable and appropriate incentives are provided as recognition for achievement related to training activities, education, and work experiences. This policy is intended to ensure compliance with all federal and state regulations by providing guidance to Employers' Training Resource (ETR) and its youth service providers on the use of youth incentives in the Local Workforce Development Area (LWDA). This policy applies to all LWDA funded in-school youth (ISY) and out-of-school youth (OSY) participants. ETR and service provider staff are responsible for implementing this policy. In addition, the KIM WDB Youth Incentive Committee will be responsible for approving additional incentives not included in the list provided herein to the Workforce Innovation and Opportunity Act (WIOA) youth service providers.

BACKGROUND:

The WIOA 20 CFR Section 681.640 states that "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200."

While the Department of Labor recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience (WEX), education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. ETR and its service providers may leverage private funds for

incentives that WIOA cannot fund. Incentive payments may be provided to both ISY and OSY as long as they comply with the requirements of 20 CFR Section 681.640.

POLICY:

Eligibility: Participants must be enrolled in a WIOA Youth Program in order to receive incentive payments. Incentives cannot be provided for accomplishments achieved prior to WIOA enrollment. Participants must achieve an outcome listed as a goal within their Individual Service Strategy (ISS) in order to receive an incentive. Incentives may be given for a participant's achievement in training, education, work readiness skills, and/or an occupational skills attainment goal as identified in the ISS. Incentives can be provided during follow-up but only for goals determined prior to exit.

The following are the eligibility requirements for youth incentives:

- Participants must be enrolled in a WIOA Youth Program.
- Participants must be active or in follow-up.
- Participants must be in good standing with a program, including regular contact with program staff.
- Participants must have achieved an outcome listed as a goal within their Individual Service Strategy (ISS).

Incentives: Incentives provided to participants served directly by ETR will be in the form of Visa, MasterCard, American Express, or similar gift cards. Service providers may choose to provide incentives in the form of cash. No participant can receive more than \$1,200 in cumulative incentives per WIOA Program Year (i.e. July 1 through June 30).

The following is a list of incentives that may be awarded at the discretion of the KIM WDB to youth participants based on funding availability and the youth service provider's WIOA budget:

1. Attainment of GED/HS Diploma - \$150

Youth participants are eligible for this one-time incentive following the submission of the appropriate respective certificate and/or official document from the test site. This incentive can be earned during active participation or follow-up.

2. Increase Education Functional Level (EFL) - \$25 each

Youth participants are eligible to receive the EFL incentive following the submission of a Comprehensive Adult Student Assessment Systems (aka CASAS) test result showing an increase in functioning level. The EFL goal must be declared at time of intake on the CASAS test form. This incentive can only be earned during active participation.

3. Enroll in Post-Secondary Education - \$75

Youth participants are eligible to receive this incentive after submission of proof of at least a 2.0 GPA after completing at least one semester/quarter of full-time post-secondary education, or after submitting documentation indicating a completion of

25% of the required credential hours, signed by an authorized educational representative. This incentive can be earned during active participation or follow-up.

4. Obtaining an Industry-Recognized Certificate - \$25 each

Youth participants are eligible to receive this incentive following the submission of an industry-recognized certificate. Examples of industry-recognized certificates include but are not limited to: Typing (at least 40 wpm); 10 Key (at least 120 spm); forklift; CPR; ServSafe; Guard Card; or bilingual. This incentive can only be earned during active participation and the participant is limited to earning 8 for a maximum of \$200.

5. Completion of Pre-Apprenticeship Training - \$75

Youth participants are eligible to receive this incentive following submission of a Certificate of Completion for a pre-apprenticeship training that is designed to prepare youth to enter and succeed in a registered apprenticeship program that has a documented partnership with at least one registered apprenticeship program. This incentive can only be earned during active participation.

6. Completion of an Occupational Skills Training Program - \$150

Youth participants are eligible to receive this incentive following submission of a Certificate of Completion for an Occupational Skills Training Program. Program must either be on the Eligible Training Provider List (ETPL) or the Youth Service Eligible Provider List. This incentive can only be earned during active participation.

7. Obtaining an Industry-Recognized Credential/License - \$200

Youth participants are eligible to receive this incentive after submission of an industry-recognized credential and/or proof of state licensing. Examples of industry-recognized credentials include but are not limited to: Certified Welder; Certified Logistics Technician; Licensed Vocational Nurse; Registered Nurse; Cosmetologist; Barber; and Automotive Service Excellence. This incentive can only be earned during active participation.

8. Completion of Work Experience - \$50

Youth participants are eligible to receive this incentive after completing at least 160 (ISY) hours or 240 (OSY) hours of work experience and earning at least "satisfactory" on all criteria on the WIOA Youth WEX Evaluation Form, as documented in their ISS. The WIOA Youth WEX Evaluation Form participant must be completed by the worksite Supervisor and WIOA Coordinator. This incentive can only be earned during active participation.

9. Completion of Post-Secondary Education – AA \$150; BS/BA \$200

Youth participants are eligible to receive this incentive following the submission of the appropriate respective transcript, certificate and/or official document from the educational institution. This incentive can be earned during active participation or follow-up.

10. Work Readiness Training - \$25 for four hours

Youth participants are eligible to receive this incentive after completing four hours of work readiness training workshops that may include such topics as workplace harassment, financial literacy, entrepreneurial skills, team leadership, citizenship, and career awareness. The four hours can be spread across topics and need not be continuous. Documentation should include certificate(s) and sign-in sheets. This incentive can be earned a total of four times (maximum of \$100) and can only be earned during active enrollment. Incentives shall not be given for repeated workshops.

PROCEDURE:

Additional incentives may be awarded with approval of the KIM WDB Youth Incentive Committee, which shall consist of at least (1) Departmental Analyst; (1) Monitor; (1) Program Support Supervisor; and (1) Workforce Development Program Manager.

Each service provider that utilizes incentives must follow this written incentive policy, which outlines a uniform and consistent strategy for awarding incentives with KIM WDB funds. Service providers may choose to award cash in lieu of gift cards. If awarding incentives, service providers must show internal procedures that include all of the following:

- The manner in which incentives will be awarded (e.g. cash or gift cards);
- If awarding gift cards, the method by which the cards are purchased and stored;
- The internal controls for incentive awards (e.g. number of signatures required); and
- Compliance and alignment with this KIM WDB Youth Incentive Policy.

When awarding an incentive to a youth participant, ETR Staff and its service providers must adhere to the following process:

1. Ensure that the participant is enrolled in WIOA or in follow-up.
2. Ensure that the participant is in good standing with the program, including regular contact with program staff.
3. Ensure that the incentive is being provided for an outcome listed as a goal on the participant's ISS.
4. Ensure that the participant has not reached either the cap for the type of incentive being provided or the \$1,200 maximum for total incentives.
5. Obtain and verify appropriate back-up documentation.
6. Document the achievement on the WIOA Youth Incentive Request Form.
7. For ETR, submit incentive request form and appropriate back-up documentation to ETR Finance.
8. Provide incentive to participant and obtain participant's signature on incentive request form or other log denoting that participant received the incentive.
9. Ensure appropriate activity code (419) is entered into CalJOBS as well as appropriate case notes documenting the participant's achievement and receipt of incentive.

10. Submit WIOA Youth Incentive Request Form and related back-up documents to ETR MIS.
11. Retain copies of the WIOA Youth Incentive Request Form and related back-up documents in participant's file.

Participants served directly by ETR have twenty-five (25) days from the date of issuance of the incentive to pick up their gift card.

RELATED DOCUMENTS:

WIOA Youth Incentive Request Form

WIOA Youth WEX Evaluation Form

INQUIRIES:

Questions regarding this guidance should be sent to your assigned ETR Analyst.

WIOA Youth Incentive Request Form

Participant Name: _____ CalJOBS #: _____ Date Submitted: _____

Agency: _____ Program: _____ Enrollment Date: _____

WIOA Staff Name: _____ Phone #: _____

Participant Status: Enrolled In Follow-Up

Total amount in incentives received this program year: _____

(If over \$1,200, ETR Director Approval Required)

Incentive(s) Achieved:

Achievement	Date of Goal on ISS	Date Earned	Incentive Amount
Attainment of GED/HS Diploma (\$150)			
Increase EFL (\$25 each)			
Enroll in Post-Secondary Education (\$75)			
Obtaining an Industry Recognized Certificate (\$25)			
Completion of Pre-Apprenticeship Training (\$75)			
Completion of Occupational Skills Training Program (\$150)			
Obtaining an Industry Recognized Credential/License (\$200)			
Completion of Work Experience (\$50)			
Completion of Post-Secondary Education (AA - \$150)			
Completion of Post-Secondary Education (BA - \$200)			
Work Readiness Training (\$25)			
TOTAL			

ATTACH APPROPRIATE BACK-UP TO THIS FORM

Signature of WIOA Staff Date

Signature of WIOA Supervisor Date

If Incentive Log is not utilized, participant signature denoting receipt of incentive is required.

Signature of Participant Date

WIOA Youth WEX Evaluation Form
To be filled out at completion of participant's WEX

TO BE COMPLETED BY WIOA STAFF

Participant Name: _____ CalJOBS #: _____ WIOA Staff: _____

Worksite: _____ Address: _____ Phone# _____

Did participant complete WEX? Yes No

Please explain: _____

Did participant's WEX match participant's WIOA Training Plan: Yes No

If no, please explain: _____

Participant's WEX Information:

Start Date: _____ End Date: _____ Total Completed Hours: _____

Total Excused Absences: _____ Total Unexcused Absences: _____ Total Tardies: _____

TO BE COMPLETED BY WORKSITE SUPERVISOR

(5=Excellent; 4=Above Average; 3=Satisfactory; 2=Needs Improvement; 1=Not Acceptable)

Please Rate Participant's:	5	4	3	2	1
Attendance					
Punctuality					
General behavior - politeness and courtesy to others					
Follows directions					
Cooperative, flexible					
Appearance – good hygiene, appropriate attire, etc.					

Participant's Job Duties: _____

Skills Learned by Participant: _____

Comments: _____

Name of Worksite Supervisor

Signature of Worksite Supervisor

Date

WIOA STAFF USE ONLY

WIOA Staff Comments (should include comments regarding any differences between participant's WIOA Training Plan and WEX/Internship):

Participant Comments: _____

WIOA Staff Signature

Date

Participant Signature

Date

This form is required for WEX related incentives and should not replace agency's regular WEX evaluation.