

5420POL Youth Incentive Payments (Rev1)

Effective Date: November 2022

Last Modified: January 2023

To ensure Olympic Workforce Development Council (OWDC) policy compliance, this policy provides clarification and guidance of Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth funds for incentive payments.

1. **Incentive payments to WIOA Title I Youth participants are permitted for recognition and achievement directly tied to training or education activities and work experiences.** Subrecipients must ensure the incentive payments are:
 - a. Awarded in recognition and achievement directly tied to training activities or work experiences;
 - b. Tied to participant goals expressly determined in the Individual Participant Plan;
 - c. Outlined in a written, local policy prior to the start date of training programs or work experiences that might provide incentive payments;
 - d. Aligned with other WIOA Title I program policies; and
 - e. Provided in accordance with the requirements and cost principles in 20 CFR part 200.
2. **Recognized achievement or milestones of program training, education, or work experience may include improvements marked by acquisition of a credential or other successful outcomes.** All incentive payments are contingent on fund availability. Participants may receive up to \$500 in incentives per program year, depending on funding availability. Acceptable achievements or milestones include:
 - a. Earning the state GED or a High School Diploma
 - i. Passed all four tests of the GED or achieved a High School Diploma earning \$200, or
 - ii. Passed an individual GED test, earning \$50 each
 - b. Completed and passed the first quarter of post-secondary education, earning \$100
 - c. Earned an industry-recognized credential, earning \$100
 - d. Obtained unsubsidized employment and remained employed for three months, earning \$100
 - e. Completed successful work experience (WEX), earning \$100
3. **Internal controls must be established to safeguard any cash or other forms of payment used to award incentive payments, such as gift cards or gift certificates.**
 - a. Excluded incentive payments:
 1. Movie or sporting event tickets
 2. All venues whose sole purpose is entertainment
 - b. Recruitment purposes
 - c. Returning eligibility documentation to the case manager.
4. **Total amount of incentive payments in any single program year may not exceed the total line-item budget expenditure, if any, cited in the subrecipients contract. Exceptions to any incentive payment line-item budget expenditure in the subrecipient contract are not permitted.**
5. **Documentation and Data Entry Requirements.**

- a. Full WIOA Registration – a full WIOA Title I eligibility determination and enrollment into a WIOA Title I program is required to receive an incentive payment.
- b. Data entry requirements – information regarding the incentive payment must be entered into the statewide Management Information System (MIS).
 - i. **Acceptable service records include:**
 - 1. Tutoring, study skills training, instruction, and dropout prevention
 - 2. Alternative secondary school services or dropout recovery services
 - 3. Paid and unpaid work experience
 - 4. Occupational skills training
 - 5. Education offered concurrently with workforce preparation and training for a specific occupation
 - 6. Financial literacy education
 - 7. Entrepreneurial skills training
 - 8. Post-secondary preparation and transition activities
 - 9. **Allowable Follow-up services incentives:**
 - a. Financial literacy education in follow-up
 - b. Post-secondary preparation and transition activities in follow-up
 - ii. Expenditure records of incentives payments must be uploaded to corresponding service recorded in the system
 - 1. Justification and amount of incentive is required to be added to applicable service recorded in statewide Management Information System (MIS)
 - iii. Documentation of achievement prior to dispensing the incentive to participant. Documentation may include:
 - 1. Proof of diploma/GED from official institution website or institution correspondence
 - 2. Quarter grade printout
 - 3. Pay Stubs, timesheets, or supervisor letter of documented attendance
 - iv. All documentation must be the final signed and dated forms, purchase orders, receipts, etc.
 - v. Case notes are required to include program elements and milestones. Including attainment and retention of unsubsidized employment, achieved along with the incentive amount paid for the achievement.

REFERENCES

Are incentive payments to youth permitted? Code of Federal Regulations Title 20, Chapter V, Part 681, Subpart C, [20 CFR §681.640](#)

Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and WP. Training and Employment Guidance Letter ([TEGL 19-16](#)).

Incentive Payments to WIOA Title I Participants, [Worksource System Policy 5621 \(Rev5\)](#)

OWDC 1600POL Records and Documentation Retention Policy, 5210POL Case Note Policy

Participant Support Costs, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, General Provisions for Selected Items of Cost, [2 CFR §200.456](#)

Primary Indicators of performance under WIOA, Title 20, Chapter V, Part 677, Subpart A, [20 CFR §677.155\(a\)\(1\)\(v\)](#)

What general fiscal and administrative rules apply to the use of WIOA Title I and Wagner-Peyser funds? Title 20, Chapter V, Part 683, Subpart B, [20 CFR §683.200\(b\)\(2\)](#)

Youth Formula Program Guidance, Training and Employment Guidance Letter, [TEGL 21-16, Change1](#)