

AREA 2 | SUMMIT & MEDINA
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)
POLICY LETTER C-16 | YOUTH PROGRAM INCENTIVES

- I. **SUBJECT:** Youth Program Incentives
 - II. **PURPOSE:** This policy governs the terms and conditions associated with the payment of incentives to youth for meeting goals outlined in their CCMEP IOP.
 - III. **EFFECTIVE DATE:** December 15, 2020
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IV. BACKGROUND

Under the Workforce Innovation and Opportunity Act, incentive payments to youth participants are permitted for recognition of an achievement directly tied to education, training activities, and/or work experiences. Incentives are intended to be used to encourage and motivate youth to reach specific goals and attain positive outcomes. Area 2, through this policy, has guidance and procedures in place governing the award of incentives and must ensure that such incentive payments are:

- a. Tied to the goals of the specific program;
- b. Outlined in the Individual Opportunity Plan (IOP) and tied to a specific service; and
- c. In accordance with the requirements contained in 2 CFR 200.

Incentives are not an entitlement and distribution of incentives will be subject to the availability of WIOA youth funds.

V. AVAILABLE INCENTIVES

For a more detailed guide to youth incentives, including the associated IOP service they are applicable to and the documentation required to award the incentive, please see **Attachments A and B** of this policy.

VI. DOCUMENTATION AND PROCESSING

In Area 2, providers may request the payment of an incentive with the Incentive Verification Form. In addition to using the Incentive Verification Form, providers must ensure the following:

- a. The incentive is reasonable and necessary;
- b. Payout of the incentive would not negatively impact the youth participant's receipt of public assistance, if applicable;
- c. The IOP must specify the goal that must be met in order to pay out the incentive;
- d. The incentive must be attached to the goal and service within the case management system PRIOR to awarding the incentive;

- e. Justification for the incentive within case notes; and
- f. Required documentation of the activity completed in order to earn the incentive is uploaded to the case management system, including participant attendance and certificate(s) of completion.

VII. REFERENCES

1. ODJFS WIOA Policy Letter 15-13 Work Experience for Youth
2. ODJFS CCMEP Work Experience and Incentives Tool Kit
3. WIOA Public Law 113-128

SUMMIT CCMEP YOUTH WIOA VS. TANF INCENTIVE GUIDE

INCENTIVE GOAL	ASSOCIATED IOP SERVICE	WIOA	TANF	DOCUMENTATION REQUIRED
Obtain High School Diploma	<ul style="list-style-type: none"> ▪ Non-WIOA funded secondary education ▪ Tutoring ▪ Study skills training ▪ Dropout prevention 	\$500	\$500	<ul style="list-style-type: none"> ▪ Copy or photo file of diploma or transcript showing graduation or photo file of diploma or transcript
Obtain GED or HSE	<ul style="list-style-type: none"> ▪ Alt. secondary school ▪ Dropout recovery ▪ Non-WIOA funded secondary education ▪ Tutoring ▪ Study skills training ▪ Adult basic education 	\$500	\$500	<ul style="list-style-type: none"> ▪ Copy or photo file of GED/HSE or transcript showing graduation or photo file of GED/HSE or transcript
Obtain post-secondary certificate or degree	<ul style="list-style-type: none"> ▪ Occupational skills training concurrent w/ workforce prep ▪ Non-WIOA funded postsecondary education 	\$500	\$500	<ul style="list-style-type: none"> ▪ Copy of diploma/certificate or transcript
Complete post-secondary semester successfully	<ul style="list-style-type: none"> ▪ Occupational skills training concurrently w/ workforce prep 	\$100	\$100	<ul style="list-style-type: none"> ▪ Copy of transcript with passing grades
Complete application to post-secondary school	<ul style="list-style-type: none"> ▪ Activities helping youth transition to post-secondary education and training 	\$100		<ul style="list-style-type: none"> ▪ Copy of letter confirming application submission or acceptance/denial of admission letter
Complete FAFSA	<ul style="list-style-type: none"> ▪ Activities helping youth transition to post-secondary education and training 	\$50		<ul style="list-style-type: none"> ▪ Copy of notification of receipt or submission
Enroll in post-secondary school	<ul style="list-style-type: none"> ▪ Activities helping youth transition to post-secondary education and training 	\$100		<ul style="list-style-type: none"> ▪ Copy of course schedule
Earn a basic certification (CPR, OSHA, etc.)	<ul style="list-style-type: none"> ▪ Any training or work experience 	\$100	\$100	<ul style="list-style-type: none"> ▪ Copy of certification with case notes/IOP explaining what training/work experience requirement the certification fulfills
Complete a career assessment	<ul style="list-style-type: none"> ▪ Career awareness, exploration, and/or counseling 	\$25		<ul style="list-style-type: none"> ▪ Copy of the completed assessment
Complete a resume and upload it to OhioMeansJobs.com as an active resume	<ul style="list-style-type: none"> ▪ Work experience internship, school year employment, or summer employment 	\$25		<ul style="list-style-type: none"> ▪ Copy of completed resume
Complete a job application	<ul style="list-style-type: none"> ▪ Work experience internship, school year employment, or summer employment 	\$25		<ul style="list-style-type: none"> ▪ Copy of notification of receipt or submission from employer

Complete internship or job shadow experience	<ul style="list-style-type: none"> Work experience internship or job shadowing 	\$100	\$100	<ul style="list-style-type: none"> Copy of participant's completion on company/employer's letterhead
Obtain unsubsidized employment	<ul style="list-style-type: none"> Unsubsidized employment 	\$100	\$100	<ul style="list-style-type: none"> Pay stub or letter of hire
Financial literacy	<ul style="list-style-type: none"> Financial literacy 	\$25	\$25	<ul style="list-style-type: none"> Copy of completed financial literacy coursework
Pay increase due to promotion	<ul style="list-style-type: none"> Unsubsidized employment 	\$100	\$100	<ul style="list-style-type: none"> Copy of paystub verifying wage increase and wage form
Employment longevity - 90 days employed	<ul style="list-style-type: none"> Unsubsidized employment 	\$100	\$100	<ul style="list-style-type: none"> Copy of paystub to verify 90 days of employment and original wage form
Employment longevity - 6 months	<ul style="list-style-type: none"> Unsubsidized employment 	\$250	\$250	<ul style="list-style-type: none"> Copy of paystub verifying 6 months of employment and original wage form
Employment longevity -12 months	<ul style="list-style-type: none"> Unsubsidized employment 	\$500	\$500	<ul style="list-style-type: none"> Copy of paystub verifying 12 months of employment and original wage form
HSE - accumulated hours 40, 120, & 240	<ul style="list-style-type: none"> Alt. secondary school Dropout recovery Non-WIOA funded secondary education Tutoring Study skills training Adult basic education 	\$100	\$100	<ul style="list-style-type: none"> Copy of attendance our hours verified by approved instructor or HSE provider
High school attendance 60, 90, & 120 days	<ul style="list-style-type: none"> Tutoring Study skills training Dropout prevention 		\$25 (60 days), \$100 (90 days) \$200 (120 days)	<ul style="list-style-type: none"> Copy of attendance from high school
Educational tutoring	<ul style="list-style-type: none"> Tutoring 		\$150	<ul style="list-style-type: none"> Copy of attendance indicating coursework completed
Leadership Development Workshop Series	<ul style="list-style-type: none"> Citizenship training Team leadership training 	\$100	\$100	<ul style="list-style-type: none"> Copy of certificate of completion

	<ul style="list-style-type: none"> ▪ Training on decision making ▪ Training on problem solving ▪ Organizational and teamwork training ▪ Work behavior training 			
Other pre-approved leadership activities	<ul style="list-style-type: none"> ▪ Community and service-learning projects ▪ Civic engagement activities ▪ Community service ▪ Peer mentoring ▪ Providing peer mentoring ▪ Providing peer tutoring ▪ Serving on youth leadership committees 	\$100	\$100	<ul style="list-style-type: none"> ▪ Copy of certificate of attendance
Adult mentoring	<ul style="list-style-type: none"> ▪ Adult mentoring 	\$150	\$150	<ul style="list-style-type: none"> ▪ Copy of verification of completion of 5 sessions
Comprehensive guidance and counseling	<ul style="list-style-type: none"> ▪ Alcohol or drug addiction program ▪ Counseling ▪ Domestic violence counseling/treatment ▪ Family counseling ▪ Group counseling ▪ Mental health treatment ▪ Rehabilitation activities ▪ Substance abuse treatment 		\$250	<ul style="list-style-type: none"> ▪ Copy of participation for 30 consecutive months or as prescribed over 3 months from professional

*Incentive may be awarded during enrollment (**or in follow-up IF WIOA-ELIGIBLE**)

*Incentive may be awarded *only* during enrollment

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Complete post-secondary semester successfully	<ul style="list-style-type: none"> ▪ Occupational skills training concurrently w/ workforce prep 	\$100	\$100	<ul style="list-style-type: none"> ▪ Copy of transcript with passing grades
Complete application to post-secondary school (one-time)	<ul style="list-style-type: none"> ▪ Activities helping youth transition to post-secondary education and training 	\$100		<ul style="list-style-type: none"> ▪ Copy of letter confirming application submission or acceptance/denial of admission letter
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