

Sullivan County Center for Workforce Development WIOA Title IB Youth Program Incentive Schedule and Disbursement Policy

Summary:

The purpose of this policy is to address the use of Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth funds for incentive payments.

Background:

20 CFR § 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.”

Local Policy and Procedure:

As per provisions stated in the Workforce Innovation and Opportunity Act (WIOA), enrolled youth may be eligible for one or more monetary incentive installment(s) once pre-determined milestones have been achieved and verified during their participation period. Incentives are designed to inspire WIOA youth participants to complete educational endeavors and attain valuable training credentials, aligning with local performance measures. WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth’s personal attainment goals. In order to be eligible for an incentive the participant must complete the Career Readiness Training provided by the Center for Workforce Development. Please refer to the attached incentive schedule (Exhibit 1) for milestone definitions and their associated incentive value.

Center for Workforce Development Staff will review incentive policies with participants by explaining the WIOA Incentive Plan Contract (Exhibit 2). A copy of the diploma/degree/certificate/license/paystub/attendance forms, etc. must be provided as evidence to warrant incentive payout. It is the participant’s responsibility to notify the Sullivan County Workforce Development Caseworker of credentials/goals earned, and to provide the proper documentation to receive the incentive. Documentation must be provided within six weeks of the actual date a milestone has been successfully met to be eligible for incentive payout. This contract will be signed by staff and participant and maintained in participant folder with a copy given.

Once WIOA youth staff have verified that participant meets incentive criteria and they have completed the Career Readiness Training, an Incentive Request Form (Exhibit 3) must be submitted by staff and approved by a supervisor prior to disbursement. The WIOA youth staff is required to track on an excel spreadsheet all incentives paid out. The supervisor is responsible for forwarding a copy of the Incentive Request form to the Payroll Department to be paid out. Original forms and supporting documentation are to be maintained in the participant folder with a copy given to participant.

It is the responsibility of the youth staff to enter all comments in the NY State One Stop Operating System (OSOS) detailing each milestone achieved, incentive given, and ensure appropriate data entry.

Unless otherwise approved, incentive disbursements will be added to the participant's paycheck not to exceed the corresponding achievement amount and disbursements are limited to the actual incentives available at time of request unless other arrangements are approved. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

The incentives hereby discussed will depend on available funding, and the Center for Workforce Development reserves the right at all times, under its own discretion to not pay out these incentives.

Proposed Incentive Schedule - WIOA Youth Program Exhibit 1

Attainment of Degree or Certificate		
Attainment of Recognized Credential	\$100	Copy of Degree/ Certificate/ Official Transcript
Attainment of High School Diploma	\$200	Copy of Diploma/ Official Transcript
Attainment of High School Equivalency	\$200	Copy of Diploma/ Official Transcript
Work Readiness Skill Attainment		
Attainment of Work Readiness Certificate	\$50	Copy of Work Readiness Certificate
Perfect Attendance in Work Readiness Workshops	\$50	Copy of Work Readiness Attendance
Complete Measurable Achievement in Paid Work Experience	\$50	Work Experience Track Sheet w/ Supervisor Signature
Placement in Employment or Higher Education		
3 Months of Employment	\$50	Pay Stub
6 Months of Employment	\$50	Pay Stub
9 Months of Employment	\$50	Pay Stub
12 Months of Employment	\$100	Pay Stub
Acceptance into Military	\$100	Military Record
Started Post-Secondary Education	\$50	School Record
6 Months of Post Secondary Education	\$50	School Record
Complete 2 Semesters Post Secondary Education	\$100	School Record
3.2 GPA or Higher (per semester)	\$25	School Record
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Center for Workforce Development
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WIOA Incentive Contract

An *Incentive* is a payment made to an eligible WIOA youth participant in recognition for their successful participation and achievement of outcomes. As a member of the Sullivan County WIOA Youth Program, you may be able to earn incentives during the course of your active participation. The purpose of this agreement is to clearly convey information regarding incentives that can be earned while you are enrolled. **Incentives may be limited, based on availability of WIOA funds. It is important to note that an incentive is NOT an entitlement and the Center for Workforce Development reserves the right to not pay these out.**

Incentive Categories

An incentive may be awarded for completion of goals while you earn or obtain:

- High School Diploma or High School Equivalency Diploma
- A College Certificate, Diploma, License or Degree
- U.S. Armed Forces Enrollment
- Career Readiness Certification. Career Readiness Attendance
- Unsubsidized Employment
- Work Experience Milestones

A copy of the diploma/degree/certificate/license/paystub/attendance forms, etc. must be provided as evidence to warrant incentive payout. It is your responsibility to notify the Sullivan County Workforce Development Caseworker of credentials/goals earned, and to provide the proper documentation to receive the incentive. Documentation must be provided within six weeks of the actual date a milestone has been successfully met to be eligible for incentive payout.

Eligibility Criteria

- Must be enrolled as Sullivan County WIOA Youth Participant.
- Must complete Career Readiness Training paid by the Center for Workforce Development.
- Must be actively participating with the program and in contact with Center for Workforce Development staff.
- Must be in compliance and good standing with program requirements.

Agreement: I understand and acknowledge that by participating with the Sullivan County WIOA Youth Program I may earn incentives as outlined in the contract above.

Participant Signature: _____ Date: _____

Case Manager Signature: _____ Date: _____