

Updated April 2023

Incentives provide a means to recognize and reward an active youth's success towards goals while participating in WIOA youth services. Per TEGL 21-16, youth funds may be used to provide incentives for recognition and achievement of milestones in the program tied to education, work experience, and training such as credentials or other successful outcomes. Incentives should be made a part of the participant's individualized assessment and service strategy/employment plan. Incentives can be in the form of gift cards and/or checks payable to the youth when it is deemed appropriate.

Incentives may be provided to youth enrolled or in active follow-up services. Incentives during follow-up may assist with completion towards program goals. Achievements completed prior to WIOA enrollment do not qualify for incentives.

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 (per 2CFR part 200).

Documentation Required

Case note/file documentation for incentives should include the following:

- The type of achievement/goal completion that is being awarded
- The type of and the amount of incentive awarded
- Supporting documentation (copy of grades/credential, evaluations, offer of employment, etc.)
- Incentive activity (CSS Supportive Services) keyed into NCWorks

Service providers are to have internal controls to safeguard any gift cards/certificates that may be purchased. On hand incentives should be maintained in a secure location such as a locked desk or file cabinet. Incentives should be purchased and awarded within the same program year. Service providers should avoid bulk purchase of incentives that are not intended to be used in a timely manner. Controls should also include sign-in sheets during the activity and signature sheets verifying receipt of hand-delivered incentives.

Service providers must submit a plan to the WDB for how incentives will be used if they are offered outside of the region-wide incentives policy. Incentives may be provided to all qualifying youth when appropriate documentation is provided, and funds allow. Incentives are not allowed for attendance/attending activities and must be tied to achievements. Incentives awarded outside of the regional list below must have defined expectations on how the achievement will be met and awarded.

Standard Regional Incentives

The following incentives have been established for the High Country region using WIOA funds. It is not required to award all of them if attained; however, staff are encouraged to make use of incentives to motivate youth towards successful outcomes when funding permits.

\$10	Successful completion of job shadow activity. \$10 may be awarded for each hour, up to 8 hours/\$80 per placement. NOTE: This counts towards required work-based learning expenditures.
\$25	Entered employment*
\$50	Employment retention for 90 days*
	Maintaining minimum grade of C in all classes per semester
	Increase in Educational Functioning Level by anniversary date for reading and/or math
\$100	Successful completion of work experience/internship with satisfactory evaluation NOTE: This counts towards required work-based learning expenditures.
	Completion of Career Readiness Certificate, Working Smart, or other certificate program related to employment.
	Employment Retention for six months*
	Completion of credential (high school diploma/equivalency; completion of training and awarded certificate/credential/diploma/degree; max of two incentives) *

*Indicates incentive can be awarded to youth while receiving follow-up services after exit as it relates directly to successful performance.

NOTE: Incentives provided for the sole means of entertainment purposes may only be provided using non-WIOA funds. Incentives provided outside of the above listing should be submitted to the WDB for approval.