



BLUE RIDGE REGION

Title: Youth Incentives Policy	
Effective Date: 1/27/2017	Revised Date: 5/11/2023

Purpose

To provide guidance on the provision of incentives to eligible participants through the Workforce Innovation and Opportunity Act (WIOA) Title I Youth program.

References

- PUBLIC LAW 113–128 Workforce Innovation and Opportunity Act
- 20 CFR §681.640
- TEGL 19-16
- Training and Employment Guidance Letter (TEGL) 21-16, Change 1 Third WIOA Title I Youth Formula Program Guidance

Policy

It is the policy of the WVVDB to provide reasonable incentives to youth who participate in the WIOA Title I Youth program and successfully achieve measurable goals to encourage participation in such activities. Incentives are permitted for recognition of achievement directly tied to work experience, education and training activities and are tied to the goals of the specific program. Incentives must meet cost principles outlined in the Uniform Guidance. Incentives may not include entertainment such as movie or sporting event tickets or gift cards to movie theatres or other venues whose sole purpose is entertainment. The WVVDB does not provide incentives via gift cards.

Procedure

The justification and strategy for awarding incentives is administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term “incentive” shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable elements as listed in WIOA Title I or to the attainment of specific and measurable program outcome. All incentive awards are subject to the availability of WIOA funds and are not an entitlement.

Participants cannot receive multiple incentives payments for the same activity. The maximum to be expended per participant per year is \$8,000 total combined between training and supportive services expenses. Funds allocated to a participant for Youth Incentives will count towards the \$8,000 maximum per year.

Achievements eligible for an incentive include (with maximum amounts to be provided):



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Attainment of Secondary Credential or its Equivalent	\$100
Completion with passing grade of one test for each section toward the GED <ul style="list-style-type: none"> • Mathematical Reasoning • Reasoning through Language Arts • Social Studies • Science 	\$50
Career pathway exploration activities developed, approved, and documented by WIOA Title I staff	\$100
Complete TABE post-test documenting attainment of measurable skills gain for WIOA Title I performance	\$100
Attainment of Career Readiness Certification (Bronze level or higher)	\$100
Completion of occupational skills training	\$50
Attainment of industry recognized credential	\$100
Attainment of unsubsidized employment	\$100
Completion of an entrepreneurial training and/or attainment of a business license or its equivalent	\$100
Leadership Development Opportunities	\$50
Retention of employment for 90 consecutive days	\$100
Successful Completion of Work Experience/Internship	\$200

WIOA Title I Youth program staff shall maintain required documentation in the participant's case file detailing the achievement, distribution, receipt, and management of incentives. At a minimum, WIOA Title I Youth Program staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Staff will also upload documentation with signature (printed or electronic) verifying the type of incentive that was awarded and the receipt of the incentive by the participant. It is the responsibility of staff to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.