

CENTRAL WESTERN MAINE WORKFORCE DEVELOPMENT BOARD
POLICIES AND PROCEDURES

POLICY	#22-02 Youth Incentive Policy and Procedure
AUTHORITY	20 CFR § 681.640, 2 CFR § 200, TEGL #21-16
EFFECTIVE DATE	October 26, 2023
REVISION DATE(S)	October 1, 2022
APPLIES TO	WIOA Title IB Youth Program and Staff

Purpose

The purpose of this policy is to provide guidance to youth program staff on locally required provisions pertaining to youth incentive payments. Incentives will be used to encourage or reward **enrolled WIOA Youth Program participants** for achieving specific goals as defined in the Individual Service Strategy (ISS).

Policy

- Incentive payments are provided to youth in recognition of attainment of identified milestones tied to training and education, work readiness and/or work experience activity goals.
- Youth are ineligible for the incentive if they have already started an incentivized program before signing the incentive contract. For example, an in-school youth who is in high school would not be eligible to receive \$125 for earning a high school diploma or equivalent. Nor would an in-school youth enrolled in a postsecondary occupational training or college be eligible for \$150 for attaining an occupational certificate, license, degree, or diploma.
- Incentive goals/milestones must be identified in the youth participant’s Individual Service Strategy (ISS).
- Incentive payments to youth will be in the form of direct deposit or by issue of a check.
- Attainment of milestones must be documented in the youth participant file in Maine JobLink.
- Youth staff must explain the process for completing the Youth Incentive Plan Contract maintained in Maine JobLink. The contract must be signed by the participant and staff, and a copy must be provided to the participant.
- Youth incentive payments are not supportive services or emergency assistance. Incentives must be tied directly to achievement of the following:

1. Complete a budget workshop and submit budget plan	\$ 25.00
2. Attain a high school diploma or equivalent	\$125.00
3. Attain an WIOA approved occupational certificate, license, degree, or diploma	\$150.00
4. Complete a recognized Work Ready Program	\$75.00
5. Complete a Work Experience	\$75.00
- A participant is only eligible for the incentive once per category.

Once WIOA youth staff have verified that participant is eligible for any of the above, staff must create an authorization for the incentive in MJL. In addition, comments must be entered in the MJL record and on the ISS detailing each milestone achieved and incentive given. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Unless otherwise approved, incentive disbursements will be in the form of direct deposit or check (only if a checking account is not available), not to exceed corresponding amount, and disbursements are limited to the actual incentives available at time of request unless other arrangements are approved. Selection/choice of gift cards may be prioritized if unsure of availability. 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.

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. WIOA Youth in need of emergency assistance must be referred to appropriate service provider. WIOA Youth Incentives are not meant to replace available Support Services and Individual Training Account limits as defined in local area policies, and incentive amounts should not be considered as part of other policy limits.

Direct Inquiries to:
Executive Director
Central Western Maine Workforce Development Board
87 Winthrop Street, Suite 400
Augusta, ME 04330
workforce@cwmwdb.org
(207) 446-3052

CENTRAL WESTERN MAINE WORKFORCE DEVELOPMENT BOARD
WIOA YOUTH INCENTIVE PLAN CONTRACT

DATE: _____ MJL ID: _____

NAME: _____

PHONE: _____

ADDRESS: _____
(#) (Street) (City) (State) (Zip)

Purpose of the Plan

- 1) To provide a cash incentive for active youth participants to earn or obtain:
 - a) Financial literacy through a budget workshop and development of a budget plan;
 - b) High School Diploma or High School Equivalency Diploma;
 - c) Training or education that leads to completion of a WIOA approved occupational certificate, degree, diploma, or license;
 - d) Soft skills through the completion of a work ready program;
 - e) Occupation skills through the completion of a work experience.

Eligibility Criteria

- 1) Enrolled in the WIOA Youth Program;
- 2) A copy of diploma/degree/completion certificate/license, final evaluation as evidence that the incentive milestone has been earned;
- 3) Actively participating with program and in contact with WIOA staff.

Incentives

- 1) I will receive \$25.00 to complete a budget workshop and submit a budget plan. Initial _____
- 2) Upon obtaining a High School Diploma or Equivalent, I will earn \$125.00. Initial _____
- 3) Upon obtaining a WIOA approved Certificate, Degree, or License, I will earn \$150.00. Initial _____
- 4) Upon completion of a work ready program, I will earn \$75.00. Initial _____
- 5) Upon completion of a work experience I will earn \$75.00. Initial _____

Agreement

I _____, understand and acknowledge that, by participating with the
(Participant name, Print)
Central Western Maine Workforce Development Board region's WIOA Youth Program, I may earn incentives as outlined in the above contract, based on funds available for incentive programs.

Participant Signature

Date

WIOA OSY Staff

Date