

South Central Ohio Workforce Partnership

Area 20/21 Workforce Development Board

Youth Incentive Policy

Effective: January 24, 2024



I. Purpose

To facilitate the determination of eligibility for services for youth to meet requirements of the Workforce Innovation and Opportunity Act (WIOA).

II. Effective

Immediately

III. Background

The Workforce Innovation and Opportunity Act (WIOA) of 2014, 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.”

Temporary Assistance for Needy Family (TANF) funds may be used to provide incentives to participants in accordance with 45 CFR § 260.31 (assistance), rule 5101:14-1-02(D)(6), (eligibility), and rule 5101:14-1-04 (assessment).

IV. Summary

Incentives are allowable to youth enrolled in the WIOA Title I Youth program. Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes.

Incentives are also allowable under TANF rules assuming the customer is eligible, the incentive is not considered assistance, the customers Comprehensive Assessment supports a potential need for the incentive, and the receipt of this incentive can be reasonably expected to achieve one or more TANF purposes:

- A. Provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives.
- B. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

- C. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies, or
- D. Encourage the formation and maintenance of two-parent families.

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

V. Policy

An incentive is a payment to a CCMEP youth participant for the successful participation and achievement of expected outcomes as defined in the Individual Opportunity Plan (IOP). The incentive must be linked to an achievement of a milestone in the program, and must be tied to training, education, or employment (includes work experiences) as defined in the IOP. Such achievements must be documented in the participants file as the basis for an incentive payment.

Incentives are considered awards to CCMEP youth for their achievement and participation in CCMEP activities. This list of cash incentives may be awarded to CCMEP youth participants for full completion and achievement in a CCMEP activity. Incentive payments may be awarded as cash incentives only.

Incentive payments may be awarded for the following goal accomplishments or activities:

A. Academic Achievements

1. High School Participants

- i. \$50 – 2.0-2.99 GPA at the end of each grading period
- \$75 – 3.0-3.49 GPA at the end of each grading period
- \$100 – 3.5-4.0 GPA at the end of each grading period
- ii. \$50 – completion of a subject (for each grade level)
- iii. \$25 – weekly verified perfect attendance
- iv. \$100 – monthly verified perfect attendance
- v. \$100 – pass all subjects and complete 9th grade
- vi. \$100 – pass all subjects and complete 10th grade
- vii. \$100 – pass all subjects and complete 11th grade
- viii. \$500 – graduate from an accredited secondary school/high school program
- ix. \$500 – obtain High School Equivalency Certificate

2. Post Secondary

- i. \$75 – 2.0-2.99 GPA at the end of each semester
- ii. \$112.5 – 3.0-3.49 GPA at the end of each semester

- iii. \$150 – 3.5-4.0 GPA at the end of each semester
 - iv. \$500 – obtain training program diploma or degree
 - v. \$100 – obtain a training program certificate (1-999 hours)
 - vi. \$250 - obtain a training program certificate (1000 hours)
 - vii. \$400 – graduate from a short-term (2 years or less) post-secondary program
- B. Employment (these retention incentives may only be paid during participant enrollment prior to exit and during follow-up)
- 1. Full Time (30+ hours per week)
 - i. \$100 – 30-day retention full time
 - ii. \$250 – 90-day retention full time
 - iii. \$500 – 6-month retention full time
 - iv. \$500 – 1 year retention full time
 - 2. Part Time (15-29 hours per week)
 - i. \$50 – 30-day retention part time
 - ii. \$100 – 90-day retention part time
 - iii. \$250 – 6-month retention part time
 - iv. \$250 – 1 year retention part time
- C. Career Preparedness
- 1. Workshop Completion
 - i. \$50 – Completion of a workshop module approved by CCMEP staff as a work readiness activity

VI. Documentation

Incentives may be awarded providing that the provision of an incentive is in the participant's (IOP).

At a minimum, the following documentation must be maintained in the youth's file:

- A. The Individual Opportunity Plan (IOP) must specify the goal that must be met in order to qualify for the incentive.
- B. Justification for payment of incentive.
- C. Time sheet or attendance sheet for payment of incentive.

A Youth Incentive Request form will be completed for each incentive that a participant achieves and will be submitted along with supporting documentation to the Youth Program Manager for consideration. The approval process will include a review of case notes entered into the Ohio's workforce case management system to verify if the participant is meeting attendance and performance expectations in all elements of the program they are assigned to. This includes the requirement of the participant to communicate with the staff they are assigned to.

All incentives that have been approved will be entered into the Ohio's workforce case

management system by the staff member who submitted the Youth Incentive Request.