Area 20/21 Workforce Development Board
Youth Incentives Policy
Effective: July 22, 2026

Workforce Development Area 20
Fairfield, Hocking, Pickaway, Ross & Vinton Counties
A proud partner of the American Job Center network

I. Purpose

To facilitate the determination of eligibility for services for youth to meet requirements of the Workforce Innovation and Opportunity Act (WIOA). Incentives are to be used to encourage and motivate participants to reach specific goals. This includes presenting the incentives to the participant at the start of enrollment.

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:

CCMEP Incentives Matrix			
Incentive	**Description/Requirements**	**Additional Details**	**Incentive Amount(s)**
Education – High School Participants			
Completion of school grading period.	The incentive amount is based on the overall grade point average (GPA) or an average of the grade level equivalency when a GPA is not available or is weighted. The participant must provide documentation of GPA within 30 days of the end of term date.	2.0-2.99 3.0-3.49 3.5-4.0	$50 $75 $100
Weekly verified perfect attendance.	Participant must provide documentation of perfect attendance to their case manager within 30 days. 60 days can be provided in special circumstances.*	Documentation must be entered into ARIES within 30 days of submission by the participant.	$25
Monthly verified perfect attendance.	Participant must provide documentation of perfect attendance to their case manager within 30 days. 60 days can be provided in special circumstances.*	Documentation must be entered into ARIES within 30 days of submission by the participant.	$100
Promotion to the next grade level.	Participant must provide documentation of promotion to the next grade level within 30 days of promotion.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$100
Subject completion. Students must be attending online school to be eligible for this incentive.	Participant must provide documentation of subject completion within 30 days of completion.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$50
Earn a High School	Participant must provide	Documentation must be entered	$500

Diploma.	documentation of graduation from high school within 30 days of the graduation ceremony.	into ARIES within 30 days of submission by the participant.	
Education – High School Equivalency or GED			
Weekly verified perfect attendance.	Participant must provide documentation of perfect attendance to their case manager within 30 days. 60 days can be provided in special circumstances.*	Documentation must be entered into ARIES within 30 days of submission by the participant.	$25
Monthly verified perfect attendance.	Participant must provide documentation of perfect attendance to their case manager within 30 days. 60 days can be provided in special circumstances.*	Documentation must be entered into ARIES within 30 days of submission by the participant.	$100
Obtain a High School Equivalency Certificate (non-GED).	Participant must provide documentation of obtaining a high school equivalency within 30 days of obtaining it.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$500
Pass one section of the GED test.	Participant must provide documentation of passing the test within 30 days of passing it	Documentation must be entered into ARIES within 30 days of submission by the participant.	$50
Obtain a GED.	Participant must provide documentation of obtaining GED within 30 days of obtaining it	Documentation must be entered into ARIES within 30 days of submission by the participant.	$250
Education – Post Secondary			

Completion of the semester with required GPA.	The incentive amount is based on the overall grade point average (GPA). The participant must provide documentation of GPA within 30 days of the end of term date.	2.00-2.99 3.0-3.49 3.5-4.0	$75 $112.5 $150
Participants are eligible for ONE of the following three incentives.			
Obtain training program certificate (1-999 hours)	Participant must provide documentation of completion within 30 days.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$100
Obtain a training program certificate (1000 hours)	Participant must provide documentation of completion within 30 days.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$250
Graduate with a degree from a short-term (2 years or less) post-secondary program.	Participant must provide documentation of completion within 30 days.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$500
Employment			
Gain employment before exit.	Participant must provide documentation of employment within 30 days.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$100
Gain employment after exit.	Participant must provide documentation of employment within 30 days.	Documentation must be entered into ARIES within 30 days of submission by the participant.	$75

Participant obtains full time employment (30+ hours a week or 120 hours per month).	This incentive is given during participant enrollment and follow-up prior to exit.	30-day retention 90-day retention 6-month retention 1 year retention	$100 $250 $500 $500
Participant obtains part time employment (15-29 hours per week or 76-116 hours per month).	This incentive is given during participant enrollment and follow-up prior to exit.	30-day retention 90-day retention 6-month retention 1 year retention	$50 $125 $250 $250
Successfully maintain employment for one full quarter after exit.	Participant must provide verification within 30 days of the end of quarter.	Documentation must be completed in ARIES within 30 days of submission.	$100
Successfully maintain employment for two full quarters after exit.	Participant must provide verification within 30 days of the end of quarter.	Documentation must be completed in ARIES within 30 days of submission.	$200
Successfully maintain employment for three full quarters after exit.	Participant must provide verification within 30 days of the end of quarter.	Documentation must be completed in ARIES within 30 days of submission.	$300
Successfully maintain employment for four full quarters after exit.	Participant must provide verification within 30 days of the end of quarter.	Documentation must be completed in ARIES within 30 days of submission.	$400
Complete a post-secondary, industry recognized occupational skills training credential program and obtain employment within the same career field of the credential.	Participant must provide verification of employment in the same field as credential within 30 days.	Documentation must be completed in ARIES within 30 days of submission.	$250
Job Readiness			
Complete a workshop module approved by CCMEP staff.	Participant must provide documentation of completion within 30 days.	Documentation must be completed in ARIES within 30 days of submission.	$50

Other Incentives			
Create an OhioMeansJobs account.	Participant must provide documentation within 30 days of completion.	Documentation must be completed in ARIES within 30 days of submission.	$25
Achieve a proficiency-level improvement in a post educational functioning level assessment (ex: TABE, CASAS)	Participant must provide documentation of completion within 30 days.	Documentation must be completed in ARIES within 30 days of submission.	$100
Open a savings and/or checking account.	Participant must provide documentation of completion within 30 days.	Documentation must be completed in ARIES within 30 days of submission.	$50

*Special consideration can be given, at the case manager's discretion, to participants that have been in communication with their caseworker to explain why documentation is late.