


**Date:** August 29, 2009

**To:** Youth Opportunity Center

**From:** Bryan S. Rogers  
Executive Director 

**Subject:** **POLICY MEMORANDUM: WDB-31  
DEPARTMENT OF EDUCATION EARMARK –  
YOUTH CAREER ACADEMY INCENTIVE PROGRAM**

## **EFFECTIVE DATE**

This policy is effective upon date of issue.

## **PURPOSE**

The purpose of this policy is to provide direction for providing performance and program incentives for Department of Education (DOE) Earmark performance outcomes, and program participation as they pertain to the DOE Youth Career Academy program for Program Year 2009-2011.

## **BACKGROUND**

The Department of Education allows the use of funds to provide incentives for recognition and achievement to eligible youth.

## **POLICIES AND PROCEDURES**

### **Performance Incentives**

1. The criteria for incentive awards incorporate performance outcomes and program participation with the Pacific Gateway Workforce Investment Network (Network).
2. The attached Incentive Criteria has been established to ensure incentives are linked to specific outcomes or attainment of goals. Incentives cannot exceed a cumulative total of **\$250** and may be awarded in addition to program incentives. Incentives may be presented in increments of **\$25 or \$50** in the form of gift cards/certificates and may not be redeemable for cash.
3. Youth participants have multiple opportunities to receive incentives for their achievements during program participation. Youth participant may not receive more than one incentive for the same outcome. Incentives may be provided for the following:
  - Attainment of Recognized Diploma/Degree:



- High School Diploma or GED
  - Retained or Returned to Secondary School for One Semester (Excluding Youth with High School Diploma or GED)
  - Retained or Returned to Secondary School for Two Semesters (Excluding Youth with High School Diploma or GED)
  - Attainment of Literacy/Numeracy Gains in either area of deficiency (i.e., reading or math)
  - Participation and Successful Completion of Work-Readiness Skills Training
  - Attainment of National Work Readiness Credential
  - Placement in either one of the following:
    - Unsubsidized Employment
    - Apprenticeship Program
    - Training (i.e., Career Technical Training Program, Post-Secondary Education or Customized Employer-Based Training)
  - Increase overall GPA by at least 1 point
  - Other Activities as Pre-Approved by Network
4. Youth Incentive Tracking/Receipt Form (Attachment A)  
The following steps should be taken to provide youth an incentive:
- a) Network staff must complete Tracking/Receipt form, participant must sign and documentation must be maintained, in the participant file. A signed copy of the gift cards/certificate signed by the participant as further verification of disbursement and receipt of each incentive issued.

These incentives are used to help the participant maintain active participation in the program by recognizing the achievements of program outcomes as defined above. Program outcomes should complement the overall program objectives and may be awarded in addition to performance incentives. Incentives may be presented in the form of gift cards/certificates and may not be redeemable for cash.

**The following items are applicable to Incentives:**

1. YOC staff is responsible for tracking the distribution of incentives to ensure that the maximum allowances of \$250 for Performance and Program are not exceeded per participant.

2. YOC staff must maintain all supporting documentation in participant's file for all incentives distributed.
3. Supporting documentation, noted on Attachment A, verifying the attainment and receipt of performance and program incentives must be maintained in the participant file.

**REFERENCES**

WIA Section 129 (a) (5)

**CONTACT**

For questions regarding this Policy Memorandum, please contact Arleen Ward at (562) 570-3680.

Thank you.

BSR:aw