

**Date:** July 1, 2012

**To:** Youth Opportunity Center  
WIA Youth Subcontractors

**From:** David Gonzalez  
Executive Director

**Subject:** **POLICY MEMORANDUM: WDB-20B**  
**WIA YOUTH INCENTIVES**

**EFFECTIVE DATE**

This policy is effective upon date of issue. It supersedes previous policy dated July 28, 2008

**PURPOSE**

The purpose of this policy is to provide direction for providing performance and program incentives for WIA Title I Youth in recognition and achievement of WIA performance outcomes, and program participation as they pertain to the Youth Academy Project for Program Year 2012-2015.

**BACKGROUND**

The Workforce Investment Act (WIA) allows the use of funds to provide incentives for recognition and achievement to eligible youth.

Youth incentives are provided for youth activities under two categories:

- 1) Performance Incentives
- 2) Program Incentives

**POLICIES AND PROCEDURES**

**Performance Incentives**

- 1. The criteria for performance incentive awards incorporate performance outcomes established under WIA (20 CFR 652 Part 666) and the Pacific Gateway Workforce Investment Network (Network).
- 2. WIA Youth Performance Incentive Criteria (Attachment A)
- 3. The attached Youth Performance Incentive Criteria has been established to ensure performance incentives are linked to specific performance outcomes or attainment of goals. Performance incentives cannot exceed a cumulative total of **\$300** and may be awarded in addition to program incentives. Incentives may be



presented in increments of **\$75** in the form of gift cards/certificates and may not be redeemable for cash. Youth have up to seven (7) opportunities to receive performance incentives for the achievement of multiple outcomes during enrollment and 12 months of follow-up. Youth may not receive more than one performance incentive for the same outcome. Youth may receive performance incentive(s) for attaining one basic skills goal in each area of deficiency (i.e., reading and math), and for Industry Recognized Certificate or High School Diploma/GED.

4. WIA Youth Incentive Tracking/Receipt Form (Attachment B)  
Youth may not receive duplicative incentives in any category except for basic skills attainment in each area of deficiency (i.e., reading and math) and Industry Recognized Certificate and High School Diploma or GED.

The following steps should be taken to provide a youth a performance incentive:

- a) Subcontractors will fully complete and maintain, in the participant file, the original WIA Youth Incentive Tracking/Receipt Form and a copy of acceptable documentation, as identified on Attachment A, verifying that youth has attained the performance incentive.
- b) Subcontractor and participant must sign the WIA Youth Incentive Tracking/Receipt Form. Subcontractor must also maintain 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 performance incentive.

### **Program Incentives**

1. The criteria for program incentives must be linked to program outcomes as defined in the attached Youth Performance Measures as listed on Attachment A. The Quality Assurance Coordinator must approve the proposed WIA subcontractor's program incentive criteria. Subcontractors must submit a proposal to Quality Assurance Coordinator for approval to establish an outcome or goal for which a participant may receive an incentive.
2. WIA Youth Program Incentives Criteria Proposal Form (Attachment C). A proposal is made for each separate outcome using Attachment C. Outcomes must be specific to the provider of the program services. These incentives are used to help the participant maintain active participation in the program by recognizing the achievements of program outcomes as defined by each program providing services and activities. Program outcomes should complement the overall WIA program objectives. Program incentives cannot exceed a cumulative total of **\$250** 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.

3. WIA Youth Incentive Tracking/Receipt Form (Attachment B). This form is to be used to track the distribution of incentives upon the approval of the proposed criteria. Acceptable documentation verifying that the youth has attained a program incentive must be maintained in the file. Acceptable documentation is identified on the Performance Incentive Criteria (Attachment A) and Program Criteria Proposal form (Attachment C), respectively, for the corresponding outcome.
4. Subcontractor and participant must sign the WIA Youth Incentive Tracking/Receipt Form. Subcontractor must also maintain in the participant file a copy of the gift cards/certificate received signed by the participant as further verification of disbursement and receipt of each program incentive.

**The following items are applicable to Performance and Program Incentives:**

1. Subcontractor shall provide incentives to youth within 10 working days of attainment of outcome when possible.
2. Subcontractors are responsible for tracking distribution of incentives to ensure that the maximum allowances of \$300 for Performance and \$250 for Program are not exceeded per participant.
3. Subcontractors must maintain all supporting documentation in participant's file for all incentives distributed.
4. Incentives shall be funded from WIA youth subcontractor's budget as stated in their contract.
5. Supporting documentation, noted on Attachment B, verifying the attainment and receipt of performance and program incentives must be provided when requesting reimbursement as per approved budget.
6. The Pacific Gateway Workforce Investment Network may modify this policy as deemed necessary.

**REFERENCES**

WIA Section 129 (a) (5)

**CONTACT**

Should you have any questions regarding this Policy Memorandum, please contact Arleen Ward, Quality Assurance Coordinator at (562) 570-3680.

Thank you.

DG:aw