



Issuance No: 04-2016, Change 4
Issuance Date: October 25, 2022
Revision Date: October 25, 2022
Subject: Youth Incentive Policy

1. Purpose: This policy is to provide guidelines regarding incentives that inspire Youth participants to successfully complete training and/or work experiences. It will also set limits and requirements for incentive payments.
2. Background: Youth Incentive payments are allowed by Federal Law, Federal Rules, and State Issuance. This policy is necessary to further define the limits and requirements for Incentive payments in the South-Central Region.
3. Substance:

Youth participants receiving an incentive payment must be actively enrolled in WIOA and are either attending or have attended a work experience (WE), on-the-job training (OJT), or educational training program. When establishing an enrollment for the Youth participant, case notes will need to include the discussion and planning of an incentive.

Documentation is required to prove participation and completion for approved activities. These will be uploaded into the participant's MIS account and accompanied by a case note. Please see the following for approved documents:

- Grade cards showing passing grades for the period agreed upon
- Proof of HiSet exam
- High School Diploma or Transcript showing graduation
- Documentation of completion of high school on letterhead signed by a school authority
- Proof of successful completion documents for those in a WE
- Proof of mid and end point monitoring for those in an OJT
- Test results for those that are BSD (Basic Skills Deficient)

Incentive Payments are allowed for the following activities:

- \$250.00 is payable for Youth who receive their High School diploma, HiSET, post-secondary credential, license, or certification before WIOA Youth program exit.
- \$100.00 is payable to Youth who successfully complete their Work Experience training plan with average or above average evaluation from the employer.
- \$100.00 is payable to Youth who successfully complete On-the-Job training.
- \$50.00 is payable to Youth for successful completion of a semester in training or high school, with all school determined passing grades.

- Participants are eligible to receive a \$50 incentive for each attainment of a full one-point increase in any subject area previously determined basic skill deficient. Participants enrolled in Adult Education, whose initial testing results demonstrate basic skills deficiency, as defined as an Educational Functional Level of 4.0 or lower (< 9.0 grade level equivalency) in one or more of the three functional areas math, reading or language), are authorized to receive an incentive for increasing one or more EFL in any deficient area.
4. Please direct comments or questions regarding this policy to Cinthia Staton, Quality Assurance/EEO Compliance Officer at 417-257-2630 or email casberry@scwib.org
 5. Reference: Workforce Innovation and Opportunity Act of 2015, Department of Labor Proposed Rules, TEGL 21-16 and related state issuances.