



PIEDMONT REGION

Title:	Youth Incentive Policy	Policy #:	6
Effective Date:	August 20, 2015	Revision Date:	December 3, 2020

Purpose:

To define Incentives given to qualified Youth participants for achievements while enrolled in the WIOA Youth Program.

Procedure

Incentives may be given to Youth participants for the following activities:

1. Completion of a Work Readiness Activity
2. Receipt of G.E.D.
3. Receipt of High School Diploma
4. Receipt of a Career Readiness Certificate (CRC)
5. Grade Incentives
6. Measure Skills Gains

An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes defined in the individual's ISS. The incentive award must be linked to a tangible achievement and must be tied to training and education, measurable skill gain and/or credential attainment as identified in the ISS. Incentives are considered awards for achievement and participation in the 14 youth program elements. Such achievements must be documented in the participant's file as the basis for an incentive award payment.

Youth incentive award payments are limited to \$800.00 per the allotted dates within each approved application. Youth service providers are able to customize the individual category amounts based on program design. Eligible incentive awards must be documented in the participant's file and outlined in the ISS prior to commencement.

Validation of the incentive payment must be based on source documentation of the attainment. The source documentation must detail the method and date of distribution along with issuing and receiving person's printed and signed name on an incentive receipt form. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and participant's activities to ensure compliance. The service provider must also document the attainment of incentive payment as an activity in the state's system of record and with a case note as described in VWL #20-07.

Note: Incentive payments are not considered supportive services and this policy does not include work experience incentive payments.

The following chart indicates the amount that Virginia Career Works – Piedmont Region approves to be given to Youth participants for incentivized activities.

Incentivized Activity	Requirements	Amount
Work Readiness Activity	Completion of at least 2 hours of work readiness activity.	\$25.00
G.E.D.	Receipt of G.E.D.	\$150.00
High School Diploma	Receipt of High School Diploma	\$150.00
Career Readiness Certificate (CRC)	Receipt of at least a Bronze level CRC	\$100.00
Grade Incentives	Each "A"	\$5.00
	Each "B"	\$4.00
	Each "C"	\$3.00
Measure Skills Gains	Increase in Reading or Math skills at least one National Skills Level as documented by the TABE assessment	\$100.00