

FOOTHILLS REGION YOUTH INCENTIVE POLICY 2022

The Foothills Local Area does provide incentives to eligible youth for recognition and achievement. Incentives provide a means to recognize and reward an active youth's success while participating in WIOA youth services. Youth funds may be used to provide incentives for recognition and achievement to eligible youth provided it is integrated with the participant's individualized employment plan/service strategy – Plan. Incentives can be in the form of checks payable to the youth. Incentives may be provided to youth enrolled or in active follow-up services. Incentives during follow-up may assist with completion towards program goals and relates directly to successful performance. Achievements completed prior to WIOA enrollment do not qualify for incentives.

Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment (per 2CFT part 200).

Procedure:

Individual Employment Plan (IEP)/Service Strategy Plan (ISSP)

Incentives, as a supportive service must be linked to a WIOA Youth Workforce Service. When an incentive is used to support a service, its use should be included under the Objective section of the IEP/ISSP. The use of incentives to support the activity should be noted in the comment section of the objective.

The Participant Receipt of Foothills Region Youth Incentives Form must be scanned to the case note that supports the Incentive for each issuance.

NCWorks Online/Case Notes

NCWorks Online Service/Activity Codes and Definitions, CSS to add the service to the NCWorks service listing. Case notes within NCWorks must be linked under CSS Supportive Services. The steps the participant took to achieve the benchmarks to complete the activity related to the incentive should be used in the case note. The amount should be keyed.

**Note: Activity actual begin date = date of Incentive authorization
Last activity date = same date as activity actual begin date**

Documentation Required

- Copy of High School Course Completion Form
- Copy of High School Equivalency Sub-Test Score Report
- Copy of Goal Sheet
- Incentive Request Form

Incentives

Incentives must be designed around achievements towards program goals. Incentives will not be awarded for simply attending a stand-alone activity. Activities that merit incentives should require an expected level of participant engagement/participation which can be described in case notes reflecting what was achieved or gained.

Incentive awards will be directly linked to performance and may be awarded for participants obtaining the following:

- Academic achievement
- High School Diploma or equivalent
- Post-secondary certificates, diploma, or degrees
- Industry recognized credentials
- Career Readiness Certification or other WorkKeys scores required for specific employment opportunities
- Objectives, goals, and/or completion of work-based learning activities.
- Obtaining employment
- Participation in specific activities related to leadership/citizenship, HRD classes, etc.
- Completion of job readiness preparation or volunteer project
- Increase in Educational Functioning Levels for Literacy/Numeracy
- Successful completion of work experience/internship

Standard Regional Incentives

The following incentives have been established for the Foothills Region using WIOA funds. It is not required to award all of them if attained; however, staff is encouraged to make use of incentive to motivate youth towards successful outcomes when funding permits.

***A score of 80% or better is required for the following goals: Unit, Mid-Term and Final Exams.**

\$10 per Unit

- Completion of a Unit (e.g. Workbooks, Textbooks, ITTS, APEX)
- Completion of Mid-Term and Final Exams
- Completion of High School Equivalency Practice Test

\$25 per Unit

- Completion of High School Equivalency Sub-Test
- Attainment of High School Credit or Adult High School Credit
- Attain Driver's Permit
- Attain Driver's License
- College Enrollment – Maintain a C in ALL classes per semester
- Retesting as scheduled towards goal attainment
- Increase in Educational Functioning Level by anniversary date
- Obtain employment after enrollment or during exit (Max of two incentives)
- Maintain employment while enrolled in WIOA (Monthly check stubs)
- Successful completion of Continuing Ed or Job Ready Classes
- Upgrade Career Readiness Certificate one or two levels

\$50 per Unit

- Receive positive employment evaluation for 3 months employment (While actively enrolled in WIOA)
- Completion of Career Readiness Certificate
- Successful completion of Work Experience/Internship with satisfactory evaluations
- Employment Retention for six months after program completion (in F/U)

\$100 per Unit

- Earn High School Diploma
- Completion of credential (high school diploma/AHS/equivalency)
- Completion of college certificate/credential/diploma/degree program