



RIVERSIDE COUNTY
WORKFORCE INVESTMENT BOARD

**WIA YOUTH PROGRAM
PARTICIPANT INCENTIVES
*POLICY***

Date: September 26, 2013

Number: 19-09

PURPOSE: This policy provides Workforce Investment Act (WIA) Youth Program Service Providers with guidance in order to approve and issue incentives to participants of the WIA Youth Program.

EFFECTIVE DATE: September 26, 2013

REFERENCES: [WIA Section 129 \(a\) \(5\)](#)
[Title 29 Code of Federal Regulations \(CFR\) 95.53](#)
[Training and Employment Guidance Letter \(TEGL\) No. 17-05](#)

LOCALLY IMPOSED REQUIREMENTS: N/A

BACKGROUND: N/A

POLICY:
Incentives are not mandatory but may be awarded to WIA Youth program participants based upon their progress and/or achievement of the performance outcomes outlined in their Individual Service Strategy (ISS) including follow-up activities. Program Providers will be responsible for tracking the distribution of incentives for each youth. The expectation is that Program Providers will develop a practical tool to be used for ongoing, tracking purposes. In addition, County Monitors may request copies of Program Providers' tracking tool, to review for program compliance. Incentives should only be used to motivate youth to achieve challenging goals and should focus on WIA common measures achievement. Program Providers are, therefore, required to complete incentive(s) documentation within a reasonable amount of time.

Program Providers may choose to award youth individually, or through a combination of group activities and individual incentives. The **Youth Incentive Checklist** form (Youth 448-17) must be completed and approved by Program Providers to award incentives. (Refer to <http://rivcoworkforce.com>, Program Resources Section, to access Youth Program forms.) YOC Supervisors must review and approve the Checklist prior to the award of incentives. All required documentation must be completed, reviewed, and

approved within 14 days of participant attainment of a measure; otherwise incentive costs may be disallowed.

Category	Amount	Measure
Literacy or Numeracy Gain	Up to \$100	Out-of-school youth and In-School youth who are basic skills deficient will be eligible to receive an incentive for increasing one or more educational functional levels.
High School Diploma/GED, Credential or Certificate	Up to \$150	Youth will be eligible to receive an incentive for attaining their high school diploma/GED, Credential or Certificate by the end of the third quarter after exit.
Placement in Employment or Education at 1 st Quarter Follow-up	Up to \$100	Youth who are employed (including the military) or in post-secondary education, advanced training/occupational skills training in the first quarter after the exit quarter will be eligible to receive this incentive.
Work Readiness Achievement	Up to \$50	Youth will be eligible to receive an incentive for attaining Life Skills, Job Search Techniques or Leadership Development.

Program Provider is also responsible for ensuring that each category amount is not exceeded. The maximum aggregate incentive award may not exceed \$400 per participant.

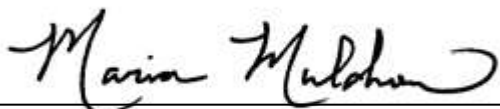
PROCEDURES: N/A

INQUIRIES:

Please direct any questions or concerns regarding this Policy to EDA Workforce Development Division’s Operations Unit.

REVISION HISTORY:

Revision Dates: 01/06/10, 07/08/10, 07/27/11, 05/03/12, 05/10/12
 Original Policy Date: 06/18/03



 Maria Muldrow, Community Partnerships Manager