



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-09

Incentives for WIOA Youth Programs

Effective date: August 23, 2018

(Original revised effective date: July 24, 2018)

(This policy updates and replaces the WIA Policy on Incentives for Youth Programs original date of 2/10/12, became effective on 7/1/2015)

SUBJECT: Policy on Incentives for WIOA Youth Programs

PURPOSE:

This policy makes provision for granting incentives awards to youth enrolled in the Title I WIOA Youth program.

REFERENCE:

Title 20 CFR Section 681.640

2 CFR part 200

POLICY:

An incentive is a one-time or a regular payment, either cash or non-cash, to a WIOA Youth participant for recognition and achievement of, expected program and performance outcomes linked to training activities and work experiences.

Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. If / when tied to WIOA Youth program elements, they must be utilized for the purpose of WIOA performance outcomes.

Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.

If incentives are used as a supportive service, such awards must be allowable, reasonable and necessary for the participant's success in the program and must comply with the WDBVC's policy on supportive services.

Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA and this policy.

A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.

No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director (or designee) of the WDB.

Incentives are to be carefully distinguished from supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.

Incentive payments must be scheduled and documented in each youth participant's Individual Service Strategy (ISS).

Incentive payments must not be spent on entertainment costs – they do not include items such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment

INQUIRIES:

Questions regarding this policy should be directed to the WDB administrative staff in charge of contracts for Youth services: 805-477-5306.