



Dutchess County Workforce Investment Board

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“Building Partnerships for Workforce Solutions”

Dutchess County Youth One Stop WIOA Youth Incentive Policy and Procedure

Purpose:

This document provides the policy of the Dutchess County Youth One Stop for granting incentive awards and stipend payments to youth enrolled in the Title 1 Workforce Innovation Opportunity Act (WIOA) youth program.

Effective Date:

The effective date of this policy is 5/1/2017

Background:

The awarding of incentives is a means to motivate, encourage and reward attainment of individual goals that lead to the completion of a high school diploma or equivalency, complete a training program and receive a recognized certificate, obtain and retain employment or other significant programmatic outcomes. Incentive awards are not an entitlement, they must be earned. All incentive awards will be subject to the availability of funds.

Policy:

All active WIOA enrolled youth may be considered for incentive disbursements not to exceed \$300 in a 12 month time period while involved in the WIOA Youth Program (all incentives added together cannot exceed a lifetime cap of \$500). Incentive disbursements do not include wage or training (ITA) subsidies. Incentives are not retroactive.

- “WIOA enrolled” requires an active WIOA youth case recorded in OSOS with NY#, an initiated Individual Service Strategy (ISS) and all WIA required documents.
- “Active” involves a participant in good standing- fully participating in necessary activities, has acceptable attendance, adequate follow-through, and engaged in attaining WIOA Youth Common Measure outcomes.

All WIOA youth enrolled in follow up may be considered for incentive disbursements not to exceed the lifetime cap when combined with all incentives received while enrolled in the WIOA youth program. Incentive disbursements do not include wage or training (ITA) subsidies.

Incentives are not retroactive.

- “WIOA enrolled in follow up” requires a follow up WIOA youth case recorded in OSOS with NY# and all WIOA required documents.
- “Follow up” involves a participant in good standing with the WIOA youth Follow Up Policy.

Definition:

An incentive award is a payment to a youth participant for the successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS). Incentive awards are cash incentives. This policy outlines the awarding of cash incentives.

Incentives may be awarded for the following goal accomplishments or activities:

Working with their case manager and the goals on their Individual Service Strategy, youth may select achievement goals from the following list:

1. Enroll in High School Equivalency Classes and attend for 4 weeks
2. Enroll in ITA approved training program and attend for 4 weeks
3. Increase TABE scores one or more EFL level
4. College Student who earns 2.5 or better GPA in one semester
5. Complete an ITA training and take the requisite exam
6. Attend HSE classes and take HSE exam
7. Attend 75% of scheduled tutoring sessions in one semester
8. Maintain (unsubsidized) employment for six months and provide paystubs
9. Obtain a HS Diploma or equivalency
10. Obtain a recognized certificate
11. Follow Up Youth- Job Retention
12. Follow Up Youth- Proof of Goal (listed above) Attainment in the Follow Up time period.

Action:

Youth completes a *Select Your Incentive Program* form with their case manager upon completion of the ISS goal. Youth One Stop case managers maintain a spreadsheet to track the total incentives, which is reviewed by the Director of Workforce Operations prior to an incentive being issued to the youth. Youth One Stop case managers update both the paper file (maintained in the office) and the OSOS state database to reflect the achievement and the incentive issued.

Youth provides proof of goal attainment:

Goal	Proof of goal attainment	Incentive
Enroll in High School Equivalency Classes and attend for 4 weeks	HSE enrollment paperwork and attendance forms for a minimum of 4 weeks.	\$25
Enroll in ITA approved training program and attend for 4 weeks	Enrollment paperwork and attendance forms for a minimum of 4 weeks	\$25
Increase TABE scores one or more EFL level	New TABE Scores from YOS, BOCES, DCC or another authorized provider	\$50
College Student who earns 2.5 or better GPA in one semester	College transcript.	\$50
Complete an ITA training and take the state exam	Attendance records and passing or failing state test scores.	\$50
Attend HSE classes and take HSE exam	Attendance form, proof of testing date and signed documentation from test site of attendance.	\$50

Goal	Proof of goal attainment	Incentive
Attend 75% of scheduled tutoring sessions in one semester	Attendance sheets. Youth must sign in and out for each tutoring session attended.	\$50
Obtain and retain employment and submit 2 paystubs	Submit paystubs.	\$50
Maintain employment for six months and provide paystubs	Submit paystubs.	\$50
Obtain a HS Diploma or equivalency	HS diploma or equivalency diploma.	\$50
Obtain a recognized certificate	Present certificate.	\$50

Upon attainment of a goal the youth completes an *Incentive Request Form*, signed by the case manager and the youth. This form must be submitted and approved prior to disbursement of an incentive award or youth stipend. Copies must be maintained in the youth's paper file and a supporting comment must be entered into the OSOS case record.

FOLLOW UP		
Goal	Proof of goal attainment	Incentive
Retain and Maintain Employment in Follow Up in each quarter after exit	Provide paystubs, sign self-attestation	\$10*- 1 st Quarter \$25*- 2 nd Quarter \$10*- 3 rd Quarter \$25*- 4 th Quarter *Based on lifetime cap
Provide Proof of Goal --- Attainments in Follow Up: -High School Diploma or HSE -Enrolled/Attended college -Obtain a HS Diploma or equivalency or College diploma -Obtain a recognized training certificate -Enlisted in the military -Started an apprenticeship or pre-apprenticeship -Obtain a recognized training certificate	Complete & Sign the Survey	\$75* *Based on lifetime cap

Upon attainment of a goal the youth completes the *Follow Up Survey* or YOS staff completes the *Incentive Request Form*. This form must be submitted and approved prior to disbursement of an incentive award or youth stipend. Copies must be maintained in the youth's paper file and a supporting comment must be entered into the OSOS case record.