



# **Dutchess County Workforce Investment Board**

“Building Partnerships for Workforce Solutions”

## **Dutchess County Youth Employment Program**

### **YOUTH PERFORMANCE-BASED YOUTH INCENTIVE- MODIFIED MAY 2025**

Eligible youth are/were enrolled in the Youth Employment Program in Dutchess County between 10/1/24 and 6/30/25. They are on the approved roster (by DCWIB). They are successful in the program and/or had moments of success. Because funding levels permit, the Dutchess County Youth Employment Program is offering performance-based incentives to enrolled youth. These incentives have been deemed reasonable and are offered to reward achievement directly tied to Youth Employment Program (YEP) activities. By encouraging behaviors that will ensure the successful completion of the YEP program, program staff is able to incentivize youth workers towards the achievement of specific goals and/or outcomes. Qualifying activities support behaviors that employers are looking for in the workplace. This should be approached from a strength-based perspective.

#### **Parameters:**

- Each incentive is worth up to \$225.
- Youth may complete up to two (2) incentives for a total of up to \$450 per youth.
- Cap is \$450 per youth.
- Youth should be made aware of all incentives.
- Program staff should work with youth to be successful.

#### **Qualifying Youth Activity:**

- Hand all paperwork in
- Complete 95% of scheduled hours
- Receives a positive soft-skills report (arrives on time to work, signs in and signs out, works well with a team, calls before a scheduled shift if going to be late or not able to come, etc.)
- Attended and participated in Financial Literacy
- Complete a budget
- Attended and participated in one or more Career Exploration activities or workshops
- Have a favorable Employer Evaluation
- Complete the Youth Portfolio

#### **Agency Invoicing:**

- Fill out YOUTH INCETIVE FORM and attach AGENCY INVOICE/COVER SHEET
- Agencies will be reimbursed 100% of the youth incentive plus a 10% processing fee
- *Agencies may not add additional criteria. If the youth completed a task that allows them to receive an incentive, they should receive the incentives. The intent here is reward milestones, rather than look at youth success “as a whole.”*

***YOUTH EMPLOYMENT PROGRAM 2024-2025***

Funded, in full, by the:  
DUTCHESS COUNTY DEPARTMENT OF COMMUNITY AND FAMILY SERVICES

**AGENCY INVOICE/COVER SHEET**

<b>Total Number of Youth</b>	<b>INCENTIVE</b>	<b>TOTAL AMOUNT</b>
	<ul style="list-style-type: none"><li>▪ Hand all paperwork in</li><li>▪ Complete 95% of scheduled hours</li><li>▪ Receives a positive soft-skills report (arrives on time to work, signs in and signs out, works well with a team, calls before a scheduled shift if going to be late or not able to come, etc.)</li><li>▪ Attended and participated in Financial Literacy</li><li>▪ Complete a budget</li><li>▪ Attended and participated in Career Exploration activities or workshops</li><li>▪ Have a favorable Employer Evaluation</li><li>▪ Complete the Youth Portfolio</li></ul>	\$
<b>Up to 10% Check Processing Fee</b>		<b>\$</b>
<b>Total Invoice</b>		<b>\$</b>

**Performance-based youth incentive-**

- Each incentive is worth \$225.
- Youth may complete up to two (2) incentives for a total of up to \$450 per youth.
- To clarify, youth may be eligible for up to two (2) incentives.
- Cap is \$450 per youth

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

***YOUTH EMPLOYMENT PROGRAM 2024-2025***

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DUTCHESS COUNTY DEPARTMENT OF COMMUNITY AND FAMILY SERVICES

**YOUTH INCENTIVE FORM**

**Performance-based youth incentive-**

- Each incentive is worth \$225.
- Youth may complete **up to two (2) incentives for a total of up to \$450 per youth.**
- To clarify, youth may be eligible for up to two (2) incentives.
- Cap is \$450 per youth

Incentive Completed Yes/No- check all that apply	INCENTIVE
	Hand all paperwork in
	Complete 95% of scheduled hours
	Receives a positive soft-skills report (arrives on time to work, signs in and signs out, works well with a team, calls before a scheduled shift if going to be late or not able to come, etc.)
	Attended and participated in Financial Literacy
	Complete a budget
	Attended and participated in Career Exploration activities or workshops
	Have a favorable Employer Evaluation
	Complete the Youth Portfolio

\_\_\_\_\_ Number of Incentives Completed

\$\_\_\_\_\_ Total Amount Due for Incentives (maximum of 2 incentives/not to exceed \$450)