



Dutchess County Gun Violence Prevention (GVP) Program Youth Incentive Policy

EFFECTIVE DATE: July 31, 2021

Purpose:

This document provides the policy of the Dutchess County Workforce Investment Board for granting incentive awards to youth enrolled in the Gun Violence Prevention Program.

Definition:

An incentive award is a payment to a youth participant for the successful participation and achievement of expected outcomes as defined in the Incentive Award sheet. Incentive awards are cash incentives. This policy outlines the awarding of cash incentives.

Effective Date:

This policy covers youth enrolled in the program during the time period: July 31, 2021, through March 31, 2023.

Background:

The awarding of incentives is a means to motivate, encourage and reward attainment of individual goals that lead to the completion of such things as career assessments, job readiness training workshops, job search, job attainment and job retention. Incentive awards are not an entitlement, they must be earned. All incentive awards will be subject to the availability of funds.

Eligible Youth:

Eligible youth are youth who are at risk of being involved in or exposed to gun violence. These youth are out of school, between the ages of 18-24 who live (primarily) in the 12601 or 12603 zip codes (although a small percentage of youth who are at-risk may be accepted in the program from other zip codes). Youth must complete the intake process and sign up for the GVP program. Enrollment includes providing required paperwork, filling out and signing forms and being (data) entered into the OSOS operating system.

Policy:

All youth enrolled in the Gun Violence Prevention program may be considered for incentive disbursements not to exceed \$5,000* while involved in the GVP Program. In order to be eligible, the youth must complete all requirements of the incentive, must provide all required documents, must complete and sign (if indicated) all paperwork and have a "NY number" recorded in OSOS. Incentives are not retroactive.

*Individual Training Account (ITA) and subsidized wages paid by the DCWIB count against the \$5,000 cap and must be subtracted BEFORE the incentive is applied.





Dutchess County Gun Violence Prevention (GVP) Program Youth Incentive Procedure

1. Youth completes an activity(ies) that entitles them to an incentive payment.
2. Youth talks to case coordinator about the incentive payment, supplies necessary proof (such as paystubs) and completes I9 paperwork.
3. Case coordinator writes up a letter that includes the date range that the youth worked on the incentive.
4. Youth initials in person or via docusign that they are entitled to the incentive payment.
5. Case coordinator submits paperwork (signed letter and signed incentive payment form) to the DCWIB.

DCWIB Procedure

1. Reviews eligibility in OSOS
2. Reviews eligibility for the incentive
 - a. Reviews OSOS records
 - b. Reviews supporting back up
3. Submits to the Associate Director for internal payment
 - a. Review with Executive Director
4. Associate Director submits to Finance Manager
5. Finance Manager processes the payment.
 - a. Executive Director signs the check
6. Submits to the County for reimbursement.
 - a. Invoice
 - b. Signed Case Coordinator Letter
 - c. Signed Incentive Payment Form

Dutchess County Gun Violence Prevention Initiative

Path A*

Step ①

ASSESSMENT

Career Edge
Assessment including work history, education and special skills **\$50**

Step ②

WORKSHOPS

Interviewing Skills
Resume Prep
Budgeting \ Financial Literacy
Conflict Resolution
Dress for Success
Soft Skills **\$150**

Step ③

JOB SEARCH

Individual - Staff Assisted

Step ④

JOB PLACEMENT

Individual - Staff Assisted **\$500**

Step ⑤

RETENTION

Job Retention **\$1,000**

30 Days	\$250
60 Days	\$250
90 Days	\$500

Path B*

Step ①

ASSESSMENT

Career Edge
Assessment including work history, education and special skills **\$50**

Step ②

WORKSHOPS

Interviewing Skills
Resume Prep
Budgeting \ Financial Literacy
Conflict Resolution
Dress for Success
Soft Skills **\$150**

Step ③

CAREER TRAINING

CDL, Security, Retail, Healthcare, etc.

Step ④

JOB SEARCH

Individual - Staff Assisted

Step ⑤

JOB PLACEMENT

Individual - Staff Assisted **\$500**

Step ⑥

RETENTION

Job Retention **\$1,000**

30 Days	\$250
60 Days	\$250
90 Days	\$500

** Subject to enrollment, attendance and successfully completing each step.*

Incentive Payment Form

Date:
Name:
Incentive Name:
Incentive Amount:



Self Attestation: I am entitled to this incentive. I have provided the requested documentation.
Youth Signature: