



WIB

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 -Proposed 9-25-25

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 10/1/2025

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 WIOA funds.

Definitions:

Incentives – A payment to a WIOA youth participant for the successful participation and achievement of expected outcomes as defined in the youth’s Individual Service Strategy (ISS). The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievement must be documented in the participant’s case notes as the basis for an incentive payment. Incentives are considered awards to WIOA youth for their achievement and participation in WIOA activities.

Stipends – a non-wage payment made to a WIOA youth participant during their enrollment to encourage the WIOA youth to participate in certain activities. The stipend can be used for activities such as classroom instruction. Stipends may not exceed the local or state minimum wage, whichever is higher. Stipends may be paid based on actual hours of attendance. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in and completion of education or training services. Justification of need must be documented in the youth’s ISS.

Policy:

All active WIOA enrolled youth may be considered for incentive disbursements not to exceed \$1,000 in a 12 month time period while involved in the WIOA Youth Program and not to exceed \$500 while in follow up (all incentives added together cannot exceed a lifetime cap of \$1500). 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 WIOA required documents.
- “Active” involves a participant in good standing- fully participating in necessary

Note- All Incentive and Stipend Payments are subject to the availability of WIOA funding at the time of payment.

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.

- “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.

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

All active WIOA enrolled youth may be considered for stipend disbursements not to exceed \$1000 in a 12-month time period while involved in the WIOA Youth Program and not to exceed \$1500 (lifetime cap). Stipend disbursements do not include wage or training (ITA) subsidies. Stipends are not retroactive.

A stipend award is a non-wage payment, the stipend is an incentive to motivate the youth’s participation in classroom education or career exploration. Stipends are “participation dependent” and not “outcome dependent.” Stipends are generally taxable income (although it is expected their tax liability will likely be zero or insignificant). Stipends provide funds to the youth participant to meet everyday financial needs. Every stipend must be justified in the case notes, explaining the basis of how the participant was assessed as in need, how the stipend will increase the youth’s commitment in the program, and why this action increases optimism for program participation.

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

Working with their case coordinators 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. Complete an ITA training and take the industry recognized exam
5. Attend HSE classes and take HSE exam
6. Attend 75% of scheduled tutoring sessions in one semester
7. Attain a (unsubsidized) job and provide 2 cycles of paystubs
8. Maintain (unsubsidized) employment for six months and provide paystubs
9. Obtain a HS Diploma or equivalency
10. Obtain a recognized certificate
11. Attend 90% of sessions and complete a pre-apprenticeship training program
12. Follow Up Youth- Job Retention
13. 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 must provide proof of each goal attainment prior to receiving any incentive payment, as noted below:

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.	\$150
Enroll in ITA approved training program and attend for 4 weeks	Enrollment paperwork and attendance forms for a minimum of 4 weeks	\$150
Increase TABE scores one or more EFL level	New TABE Scores from YOS, BOCES, DCC or another authorized provider	\$175
Complete an ITA training and take the industry recognized exam	Attendance records and passing or failing state test scores.	\$100
Attend HSE classes and take HSE exam	Attendance form, proof of testing date and signed documentation from test site of attendance.	\$250

Note- All Incentive and Stipend Payments are subject to the availability of WIOA funding at the time of payment.

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.	\$150
Attain a (unsubsidized) job and provide 2 cycles of paystubs	Submit 2 paystubs.	\$150
Maintain employment for six months and provide paystubs	Submit paystubs.	\$200
Obtain a HS Diploma or equivalency	HS diploma or equivalency diploma.	\$250
Obtain a recognized certificate	Present certificate.	\$250
Attend 90% of sessions and complete a pre-apprenticeship training program	Attendance Records	\$250

Upon attainment of a goal, the youth completes an *Incentive Request Form*, signed by the youth and case manager (noting what documentation was received to validate goal achieved). 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	\$125*- 1 st Quarter \$125*- 2 nd Quarter \$125*- 3 rd Quarter \$125*- 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	\$150* *Based on lifetime cap

Upon attainment of a goal, the youth completes the *Follow Up Survey* or YOS staff completes the *Incentive Request Form* (noting what documentation was received to validate the goal achieved). 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.

Note- All Incentive and Stipend payments are made at the time of payment.