Incentive Policy for Empowers Youth Programs

Anoka County Job Training Center

 Effective July 1, 2023

*For youth participants enrolled* *in the WIOA Youth, MYP, TANF and Youth at Work programs*

Youth funds can be used to provide incentives for recognition and achievement to eligible youth seeking assistance with academic and employment success. Funds can be used in the form of “incentives” to encourage and motivate youth to reach specific goals and obtain positive outcomes. The MYP Program, TANF Program and the Youth at Work Program do not have any policy prohibiting or limiting the use of support services funds for incentives. Please follow internal procedures.

**Implementation:**

* Incentives are awarded upon the completion of activities that are tied to goals in each participant’s Individual Service Strategy (ISS). The Empowers Counselor will have the ability to make the decision about when and if the participants receive the incentives. If circumstances arise that deviate outside this policy – see a supervisor or manager.
* The incentive payments below shall be awarded equitably to eligible participants.
* The incentive awards will be part of the overall Supportive Services expenditures and tracked in WF1. A case note will be made for each incentive awarded and listed on the participant’s ISS.
* All incentives may be limited by program funding availability.
* Typical incentives may include but are not limited to retail gift cards and/or gas cards. Incentives may never be issued or used for entertainment establishments.
* The incentive policy will be reviewed on an annual basis.

GED Students:

1. **Completing and passing each GED Section.**

 $ 50 Target Gift Card or $ 60 in Gas Cards per test (Math, Reading, Science, History)

Diploma Students:

1. **Submitting a copy of high school grades/college grades at the end of a school term showing a GPA of 2.0 or higher or average grade of C or higher**

$ 50 in Target Gift Cards or $ 60 in Gas Cards

1. **Receiving a diploma – must provide copy of diploma or transcript**.

$ 100 in Target Gift Cards or $ 100 in Gas Cards

Youth With Educational and/or Employment Goals:

For Enrolled Youth:

1. **Submitting documentation needed for measurable skills gained that are related to ISS**

 $ 50 in Target Gift Cards or $ 60 in Gas Cards

1. **Submitting a copy of a credential (i.e., AA degree, CNA). Youth must turn in copy of certificate/degree to receive incentive.**

$ 100 in Target Gift Cards or $ 100 in Gas Cards

1. **Submitting a pay stub showing paid employment quarterly while enrolled and still in school (this does not include those working at a paid experience or paid internship through our program).**

 $ 50 in Target Gift Cards or $ 60 in Gas Cards

1. **Securing permanent employment and providing employment information and/or a copy of a pay stub (once per active year/plan).**

$ 100 in Target Gift Cards or $ 100 in Gas Cards

For Exited Youth:

1. **Submitting a copy of a credential within one year after exit (i.e., AA degree, CNA  Youth must turn in copy of certificate/degree to receive incentive.**

$ 100 in Target Gift Cards or $ 100 in Gas Cards

1. **Submitting a pay stub showing employment after the first 90 days after exit**.

$ 100 in Target Gift Cards or $ 100 in Gas Cards

1. **Submitting a pay stub showing employment during the 4th quarter after exit quarter.**

$ 100 in Target Gift Cards or $ 100 in Gas Cards

1. **Submitting a pay stub showing employment quarterly while enrolled and still in school (this does not include those working at a paid experience or paid internship through our program).**

$ 50 in Target Gift Cards or $ 60 in Gas Cards

**Special Notes:**

1. If you issue Gas Cards, you need to have a valid Driver’s license and current Proof of Insurance in EDS.

**Individualized Incentives:**

Counselors can award an incentive that is tied to an educational or work experience goal that is outlined in the ISS that is tailored to the individual needs of the youth and approved by the Empowers Program Manager.