

WDI Policy letter for:



**Workforce Innovation and Opportunity Act
Youth WIOA/MYP YouthBuild Training
Programs Incentive Payments to Eligible
Enrolled Youth**

Issue Date: March 1, 2012

Revision Date: May 22, 2017

Effective Date: May 22, 2017

Background:

The Workforce Innovation and Opportunity Act (20 CFR § 681.640) states that "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200."

DOL included the reference to the Uniform Guidance at 2 CFR part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, Federal funds must not be spent on entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard case, which also apply to safeguarding of gift cards, which are essentially cash.

While DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. Local areas may leverage private funds for incentives that WIOA cannot fund. Incentive payments may be provided to both ISY and OSY as long as they comply with the requirements of 20 CFR § 681.640.

Required Action:

The WDI Incentive Policy requires that all incentive payments result from completion of activities that are tied to specific goals in the Individual Service Strategy (ISS) and sets reasonable limits on the amount of an incentive. (An example of this determination would be that hours of the activity are tracked and a reasonable amount of incentive would not exceed minimum wage times the number of hours required to complete the activity). In addition, WDI assures that our process of awarding incentives insures equitability and avoids arbitrary or discriminatory practices. Documentation will include a description of the type of incentive to be paid and an explanation of how the payment was tracked. The maximum amount of each incentive payment will be determined by the Youth Council of the SE MN Workforce Development Board. Incentives may be made in the form of plaques, certificates of achievement, reimbursement vouchers or cash awards, and are considered support on the VPAC system.

Attachment A – Incentive Payments to Eligible Enrolled Youth

Reference Section

Cites/References:

Workforce Innovation and Opportunity Act

Contact:

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Attachment A
Youth WIOA/MYP YouthBuild Training
Programs
Incentive Payments to Eligible Enrolled Youth

Incentive	Amount
Attaining post-secondary credential	\$100
Maintaining a 3.0 GPA in post-secondary	\$25 per semester
Attaining GED/diploma	\$100
Obtaining employment	\$30
Keeping a job for 6 months, provide documentation	\$50
Keeping a job for 12 months, provide documentation	\$50
Completing Work Readiness curriculum	\$50
YouthBuild: AAA (Attendance, Attitude and Attentiveness)	\$150.00
YouthBuild: Safety Training	\$50
YouthBuild: Hand tool Recognition	\$50

TOTAL: _____

Please fill out the following information for approval from the Youth Programs Coordinator:

Counselor name: _____

Youth Participant name: _____

Amount of incentive payment: _____

Reason for incentive payment: _____

Please list the documentation you have in the file for this achievement: _____

Approval:

Youth Coordinator Signature

Date