



June 1, 2023

**EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2022-08, Change 1**

**SUBJECT:** Local Area's Workforce Innovation and Opportunity Act Youth Incentive Policy

**PURPOSE:** To transmit an update to the Local Area's Policy concerning awarding **non-cash incentives** to WIOA Title I Youth participants for recognition and achievement pertaining to education and employment in WIOA Title I related activities and rescind Eastern Carolina Local Area Issuance No. 2022-08 dated January 5, 2023.

**BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA) allows for youth engaged in a WIOA youth funded program to be awarded non-cash incentives for recognition and achievement in WIOA related activities. This policy is designed to reward WIOA youth participants for achievements pertaining to education and employment during participation in WIOA youth program activities. The awarding of incentives is a means to encourage attainment of individual goals that leads to the completion of a secondary school diploma or its equivalent, an occupational skills credential, a Career Readiness certificate, or other programmatic outcomes.

A recognized occupational credential must be received from a recognized educational institution that provides the certification. Examples of a recognized credential may include Certified Nurse's Assistant, Phlebotomy Certification, Welding Certification, etc.

**ACTION:** Youth Service Providers are required to adhere to all policies and guidelines set forth in **Attachment A** when providing youth incentives. All participants receiving an incentive must have a completed incentive receipt (**Attachment B**) and all supporting documentation uploaded into NCWorks Online. The incentive must also be documented in the case notes and must be a part of the Individual Service Strategy (ISS).

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**CONTACT:** Executive Director

**DISTRIBUTION:** WIOA Title I Youth Service Providers

Tammy L. Childers  
Executive Director

**Attachments:** Attachment A - ECWDB's Youth Incentives Policy  
Attachment B – WIOA Title I Youth Incentive Receipt

## ECWDB's Youth Incentives Policy

**Definition of non-cash Incentives**

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 costs. Therefore, incentives **must not include entertainment**, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

For purposes of this policy, incentives are considered stipend awards to WIOA youth participants for achievement and participation in **WIOA related activities**. Incentives are **awarded one time only and not per program year**. Incentive awards must be non-cash, not redeemable for cash and not for entertainment as referenced above. The following is a list of the types of items that could be awarded as incentives:

- gift certificates/cards (*retail stores, bookstores – **NO** entertainment, restaurants, movie theater, game store, etc.*)
- plaques
- certificates
- school supplies

Although the above list is not all inclusive, youth programs must submit, as a part of their statement of work, the types of incentives they propose to provide.

**Attainment of secondary school diploma or equivalent**

To be eligible, participants at the time of registration may not have attained their high school diploma or its equivalent. For the purposes of this policy, participants who receive a High School Diploma, Adult High School Diploma, or GED will be considered as having attained their secondary school diploma.

Up to a maximum of \$100.00 non-cash award may be provided as an incentive for completion of the secondary school diploma or equivalent.

Documentation required for reimbursement:

1. Copy of diploma or equivalent or school transcript
2. Receipt for purchases
3. WIOA Title I Youth Incentive Receipt (Attachment B)

**Attainment of a Recognized Occupational Credential OR Two-Year Degree**

Definition: A recognized occupational credential must be received from a recognized educational institution that provides the certification. Examples of a recognized credential would include Certified Nurse's Assistant, Phlebotomy Certification, Welding Certification, etc. This does not include certificates received for First Aid, CPR, Microsoft Office, Medical Terminology, etc. A two-year degree must be received from an accredited community college.

If a participant receives a recognized occupational credential or a two-year degree a one-time non-cash award may be provided as follows per participant:

Attainment of a Recognized Occupational Credential: up to \$150.00  
 Attainment of a two-year Degree: up to \$200.00

Documentation required for reimbursement:

1. Copy of credential or transcript indicating what credential was received
2. Receipt for purchases
3. WIOA Title I Youth Incentive Receipt (Attachment B)

**Attainment of a Career Readiness Certificate**

If a participant earns a Career Readiness Certificate a one-time non-cash award may be provided as follows per participant:

Attainment of a Bronze Certificate: up to \$ 50.00 gift certificate  
 Attainment of a Silver Certificate: up to \$ 75.00 gift certificate  
 Attainment of a Gold Certificate: up to \$100.00 gift certificate  
 Attainment of a Platinum Certificate: up to \$125.00 gift certificate

Documentation required for reimbursement:

1. Copy of NC Career Readiness Certificate or documentation from college showing CRC attainment
2. Receipt for purchase of gift certificate
3. WIOA Title I Youth Incentive Receipt (Attachment B)

#### **Successful Completion and Participation in Financial Literacy Workshop/Training**

If a participant successfully completes a Financial Literacy Workshop/Training they may receive a one-time non-cash incentive of up to \$25.00. The Financial Literacy Workshop/Training must result in a certificate of completion.

Documentation required for reimbursement:

1. Copy of certificate of completion
2. Proof of attendance
3. Receipt for purchase of gift certificate
4. WIOA Title I Youth Incentive Receipt (Attachment B)

#### **Work Experience/OJT/Internship and Unsubsidized Employment**

If a participant receives a good (defined below) mid evaluation during participation in a subsidized work experience, they may receive a one-time non-cash incentive of up to \$50.00. Participants successfully completing a work experience and receiving a good (defined below) final evaluation may receive a one-time non-cash incentive of up to \$50.00. The total incentive award for one participant receiving a good (defined below) midpoint evaluation and successful completion of a work experience should not exceed \$100.

**NOTE:** The midpoint evaluation is based upon the term established on the worksite agreement or the OJT contract start and end dates.

**DEFINITION FOR GOOD EVALUATION:** A good evaluation shall be defined as having no more than two areas that need improvement on the midpoint evaluation and no areas that need improvement on the final evaluation.

Documentation required for reimbursement:

1. Copy of Midpoint Evaluation from Worksite Supervisor
2. Copy of Final Evaluation from Worksite Supervisor
3. Receipt for purchase of gift certificate
4. WIOA Title I Youth Incentive Receipt (Attachment B)

If a participant obtains unsubsidized employment during program participation and remains employed for at least 1 month, they may receive a one-time non-cash incentive of up to \$50.00. The total incentive award for one participant obtaining unsubsidized employment should not exceed \$50.00.

Documentation required for reimbursement:

1. Copies of paystubs or verification of employment from employer – must show 1 month of employment
2. Receipt for purchase of gift certificate
3. WIOA Title I Youth Incentive Receipt (Attachment B)

#### **Work Experience/Job Shadowing**

If a participant successfully completes a job shadow activity, they may receive an incentive of \$10 for each hour completed up to a maximum of 8 hours per job shadow. Each participant may participate in 2 job shadow activities (*please see job shadow policy*).

Documentation required for reimbursement:

1. Copy of Job Shadow Verification Sheet (signed)
2. Receipt for purchase of gift certificate
3. WIOA Title I Youth Incentive Receipt (Attachment B)

### **Contractor Responsibility**

Contractors should submit as part of their statement of work how they will administer the Incentives policy within their program.

Submit a budget or budget revision to ensure that funds are available in Line Item #1100 Miscellaneous and attach an itemized list.

All attainments should be documented on the Individual Service Strategy and in the case notes.

All incentives must be awarded within forty-five (45) calendar days of attainment of a secondary school diploma or its equivalent, an occupational skills credential, a Career Readiness certificate, or other programmatic outcomes.

### **Safeguarding and Tracking Incentive Awards**

The Eastern Carolina Local Area does not allow cash to be given out to participants and prohibits the purchase of multiple gift cards in advance.

Once a participant has met the incentive criteria for receiving a gift card, the service provider will make the purchase and secure the gift card in locked safe/cabinet/drawer until the participant receives the gift card.

The service provider will have the participant complete and sign a WIOA Title I Youth Incentive Receipt (Attachment B) that will include the participant's name, the date of purchase, the type of gift card(s), amount(s), the achievement(s) met, the signature of participant receiving the gift card, and the date received.

### **Request for Reimbursement**

All requests for reimbursement of funds will be done through the Monthly Financial Status Report and Invoice process. Supporting documentation along with the monthly invoice is required.

**Incentives will be based upon the availability of funds.**

### **SUMMARY OF YOUTH INCENTIVES**

<b>ATTAINMENT</b>	<b>INCENTIVE AMOUNT</b>
Secondary School Diploma/Equivalent	\$ 100.00
Occupational Credential	\$ 150.00
Two-Year Degree	\$ 200.00
Successful Completion in Financial Literacy Workshop/Training	\$ 25.00
Bronze CRC	\$ 50.00
Silver CRC	\$ 75.00
Gold CRC	\$ 100.00
Platinum CRC	\$ 125.00
Work Experience – Good Midpoint Evaluation	\$ 50.00
Work Experience – Good Final Evaluation/Successful Completion	\$ 50.00
Obtained & Remained in Unsubsidized Employment for one (1) month	\$ 50.00
Successful Completion of two (2) Job Shadow Activities	\$ 160.00
<b>MAXIMUM INCENTIVES ANY ONE PARTICIPANT MAY RECEIVE:</b>	<b>\$ 760.00*</b>
<i>*The maximum amount is based on one participant receiving their secondary diploma/equivalent, two-year degree, successful completion of Financial Literacy, platinum CRC, good midpoint &amp; final evaluations for WEX, successfully completing two job shadowing activities for 16 hours, and obtaining unsubsidized employment for 1 month.</i>	

## WIOA TITLE I YOUTH INCENTIVE RECEIPT

Agency Name: \_\_\_\_\_  
 Career Advisor: \_\_\_\_\_  
 Date of Purchase: \_\_\_\_\_  
 Type of Gift Card(s): \_\_\_\_\_  
 Amount(s) of Gift Card(s): \_\_\_\_\_  
 Participant Name: \_\_\_\_\_

☐ In-School Youth      ☐ Out-of-School Youth      ☐ Documented on ISS and in Case Notes

I, \_\_\_\_\_ Attest that I have received an incentive for the  
 (Participant Printed Name)

Achievement(s) indicated below. I take full responsibility for safeguarding the gift card(s) issued to me today. I understand that lost or stolen gift card(s) will not be replaced.

\_\_\_\_\_  
 (Participant Signature)      Date Received

In recognition of your attainment of:		Maximum incentive amount
<input type="checkbox"/>	Secondary School Diploma/Equivalent	\$ 100.00
<input type="checkbox"/>	Occupational Credential	\$ 150.00
<input type="checkbox"/>	Two-Year Degree	\$ 200.00
<input type="checkbox"/>	Successful Completion in Financial Literacy Workshop/Training	\$ 25.00
<input type="checkbox"/>	Bronze CRC	\$ 50.00
<input type="checkbox"/>	Silver CRC	\$ 75.00
<input type="checkbox"/>	Gold CRC	\$ 100.00
<input type="checkbox"/>	Platinum CRC	\$ 125.00
<input type="checkbox"/>	Work Experience/OJT – Good Midpoint Evaluation	\$ 50.00
<input type="checkbox"/>	Work Experience/OJT – Good Final Evaluation/Successful Completion	\$ 50.00
<input type="checkbox"/>	Obtained & Remained in Unsubsidized Employment for one (1) month	\$ 50.00
<input type="checkbox"/>	Successful Completion of <b>First</b> Job Shadow Activity	
<input type="checkbox"/>	Completed 1 Hour	\$ 10.00
<input type="checkbox"/>	Completed 2 Hours	\$ 20.00
<input type="checkbox"/>	Completed 3 Hours	\$ 30.00
<input type="checkbox"/>	Completed 4 Hours	\$ 40.00
<input type="checkbox"/>	Completed 5 Hours	\$ 50.00
<input type="checkbox"/>	Completed 6 Hours	\$ 60.00
<input type="checkbox"/>	Completed 7 Hours	\$ 70.00
<input type="checkbox"/>	Completed 8 Hours	\$ 80.00
<input type="checkbox"/>	Successful Completion of <b>Second</b> Job Shadow Activity	
<input type="checkbox"/>	Completed 1 Hour	\$ 10.00
<input type="checkbox"/>	Completed 2 Hours	\$ 20.00
<input type="checkbox"/>	Completed 3 Hours	\$ 30.00
<input type="checkbox"/>	Completed 4 Hours	\$ 40.00
<input type="checkbox"/>	Completed 5 Hours	\$ 50.00
<input type="checkbox"/>	Completed 6 Hours	\$ 60.00
<input type="checkbox"/>	Completed 7 Hours	\$ 70.00
<input type="checkbox"/>	Completed 8 Hours	\$ 80.00

TOTAL AMOUNT RECEIVED: \$ \_\_\_\_\_

\_\_\_\_\_  
 Received from Staff Printed/Typed Name

\_\_\_\_\_  
 Received from Staff Signature

\_\_\_\_\_  
 Date