



# Youth Incentive Policy

**Effective:** July 1, 2016

**Revised:** November 17, 2021; July 1, 2022; January 1, 2024; December 18, 2024

**Purpose:** To establish a policy and procedure for issuing WIOA Youth Incentive cards.

**Reference:** WIOA Act of 2014

**Requirements:**

- A. Must be enrolled and active in WIOA Youth services or exited from WIOA Youth program within the past 12 months.
- B. Must have completed a WIOA Youth Incentive Award Program Survey. A copy will be provided to youth.
- C. Must be part of youth’s Individual Service Strategy/Employment Plan.
- D. Must submit documentation for each activity or achievement for verification. Acceptable submissions include paystubs, documentation of credentials or case notes, and information from a youth’s folder, as a substitute for said documentation.
- E. Based on submission of documentation for activity of achievement, youth may choose either a Walmart or Amazon gift card, issued in the assigned increments of \$25, \$50, or \$75.
- F. No more than \$500 in Walmart or Amazon gift cards can be earned in a 1-year cycle. The breakdown of gift card distribution is determined by the activity/achievement met by the youth. The 1-year cycle is based on WIOA program year.
- G. Gift card(s) will be issued as long as funds are available.

**ACTIVITIES AND INCENTIVE AWARD AMOUNTS**

<b>Activity/Achievement</b>	<b>Gift Card Amount</b>
Completion of Career Zone Requirements	\$25
Completion of assigned Metrix Learning Track	\$25
Attainment of High School Diploma/High School Equivalency	\$50
Attainment of the Post-Secondary Degree and/or Advanced Occupational Skills Certificate	\$75
Obtain Drivers License	\$25
Completion of half of Paid Work Experience/Private Sector PWE with 80% attendance	\$25
Completion of Paid Work Experience/Private Sector PWE with attainment of at least 5 Job Specific Skills	\$75
Entered Part Time Unsubsidized Employment (min 15 hrs/wk)	\$25
Entered Full Time Unsubsidized Employment (min 30 hrs/wk)	\$75

Youth in Unsubsidized Employment 30 days after Exit	\$50
Youth in Unsubsidized Employment 2 <sup>nd</sup> Quarter after Exit	\$50
Youth in Unsubsidized Employment 4 <sup>th</sup> Quarter after Exit	\$75

\*Policy may be adjusted to align with changes to WIOA performance measures/benchmarks

**AUTHORIZATION PARAMATERS:**

- A. Youth will provide the Employment Specialist with the appropriate documentation of activity/achievement. (Information in Youth’s folder may be used as a substitute for documentation if necessary)
- B. Employment Specialist will verify activity/achievement.
- C. Employment Specialist will complete necessary OSOS data entry/enrollment.
- D. Employment Specialist will provide copies of documentation for activities/achievements to the Sr. Employment Specialist.
- E. Gift card(s) will be kept in a locked file cabinet accessible only by authorized staff.
- F. Staff will log the gift card number, name of recipient, date of issue, incentive type and form of documentation received.
- G. Documentation of activity/achievement will be maintained in the Youth’s file.
- H. Gift card log will be reviewed and submitted to accounting at the end of each month for reconciliation of incentive payment account.
- I. Sr. Employment Specialist will log information onto Incentive database.
- J. Sr. Employment Specialist or Administrative Secretary will provide information to Accounting as needed to request check for the purchase of gift card(s).
- K. Employment Specialist will contact the youth who will either pick up the gift card or have the card mailed. Gift card pickup is preferred.
- L. If the youth picks up the gift card, the youth must sign for it. If the youth requests that the card is mailed, the youth must complete and sign the form indicating that if the card is lost that OCWNY is not responsible for replacing the gift card.

**ACTION REQUIRED:**

All staff will follow the policy and procedure outlined above. Questions can be directed to the Sr. Employment Specialist of the Youth Team.

## INCENTIVE AWARD PROGRAM SURVEY

Thanks for your interest in the Youth Works Incentive Program. Complete this form and return it to your Employment Specialist and you're on your way to earning rewards!

Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City, State, Zip)

Phone number: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you currently enrolled in **high school or college**?  YES  NO Grade: \_\_\_\_\_

School/College where you are currently enrolled: \_\_\_\_\_

What do you need to succeed in Training or Employment? \_\_\_\_\_

To purchase things you may need for training or work, a Walmart or Amazon gift card may be issued to you for properly documented and authorized achievements in the program, depending on availability of program funding.

### **IMPORTANT**

I have read the program fact sheet, completed the survey, and I am interested in participating in the Incentive Award Program. I agree to provide necessary documentation to my Employment Specialist to be considered for any award. I understand the WIOA incentive document is valid until 1 year from the date I exit WIOA services.

Print your name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only  In school  Out of school  WIOA  Other: \_\_\_\_\_