

MERCED COUNTY WORKFORCE DEVELOPMENT BOARD

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POLICY BULLETIN

MCWDB PB # 03-21	Date Released: March 24, 2021
To:	All Merced County Workforce Development Board Staff and Service Providers
From:	Erick Serrato, Director, Merced County Workforce Development Board
Effective Date:	March 24, 2021
Subject:	Youth Incentives
Responsible Official:	MCWDB Program Manager

Policy

It is the policy of the Merced County Workforce Development Board (MCWDB) to allow monetary incentive payments, per 20 CFR § 681.640, to WIOA Title I Youth participants for recognition and achievement directly tied to training or education activities and work experiences. Incentive payments are to observe the following guidelines:

- awarded in recognition and achievement directly tied to training activities or work experiences;
- tied to the goals of the WIOA Title I youth program;
- outlined in a written, local policy prior to the start date of training programs or work experiences that might provide incentive payments;
- aligned with other Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I youth program policies;
- provided in accordance with the requirements and cost principles in 2CFR part 200; and
- provided in a timely fashion, so that youth receive the incentive payments within 10 working days of outcome attainment.

The purpose of offering an incentive is to induce behavior toward achievement of a specific goal. In order for an incentive to be effective, participants must:

- be aware of the existence of such incentive; and
- understand the terms and standards of its award to improve the likelihood of success and lead to a successful outcome or achievement of grant performance measures.

Incentive payments must comply with the Cost Principles in 2CFR part 200 and as such, incentive payments cannot be in the form of on entertainment vouchers, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment. Additionally, internal controls must be established to safeguard any cash or other forms of payments used to award incentive payments.

Per 20 CFR 681.640 and TEGL 21-16, incentive payments 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.

Incentives may not be used for recruitment purposes or returning eligibility documentation to the case manager. Youth may not receive more than one Incentive Achievement payment for the same outcome.

The following is the exclusive list of allowable Incentive Achievements and their caps, no other categories are allowed:

#	Incentives – Table A	Earns up to
1	Earned a Measurable Skill Gain (cannot be from #2)	\$50.00
2	Earned an Industry Recognized Credential, GED, HiSET, or a High School Diploma	\$200.00
3	Successfully Completed Work Experience (WEX) or On the Job Training (OJT)	\$50.00
4	During the 2 nd Quarter after Exit: Maintains unsubsidized employment, or in education or occupational skills training activities.	\$100.00
5	During the 4 th Quarter after Exit: Maintains unsubsidized employment, or in education or occupational skills training activities.	\$100.00

Youth must meet one or more of #1 through #3 (Incentive Achievements) in order to receive the incentives #4 and #5 (Exit Incentives).

Documentation and Justification

The following is required to support Youth Incentive payments:

- A) Full WIOA registration – A full WIOA Title I eligibility determination and enrollment into a WIOA Title I youth program is required to receive an incentive payment.
- B) Outlined on the Individual Service Strategy (ISS) and in a CalJOBS case note before commencement of the program that may provide incentive payments. Note, the CalJOBS case note Subject Line is to have the exact title of each incentive from Table A of this policy.
- C) Data entry requirements – information regarding the incentive payment must be entered into CalJOBS as follows:
 - 1. Justification – The justification for each participant and for each incentive payment received. This justification must include:
 - i. The specific Incentive Achievement from Table A of this policy
 - 2. Appropriate Service Code inputted in CalJOBS
 - 3. Expenditure records of incentive payments must be in case files
 - 4. Documentation of achievement prior to dispensing the incentive to the youth participant. Documentation could include a copy of the GED, High School Diploma, a recognized credential, grade print out, pay stubs, timesheets, or supervisor letter to document attendance. All documentation, including signed acknowledgment of receipt by the youth, must be kept in the case file and uploaded to CalJOBS.

References
 TEGL 21-16
 20 CFR part 200
 20 CFR 681.640