

Youth Incentive Policy

Effective: July 1, 2016

PURPOSE: To establish a policy and procedure for issuing a WIOA/FFFS Youth Incentive.

REFERENCES:

WIOA Act of 2014

WIOA Contract between WDB, Oswego County, and Oswego County DSS, E&T
FFFS Plan

REQUIREMENTS:

- A. Must be enrolled in WIOA or a WIA carry-in to WIOA, exited from WIOA or WIA services within the past 12 months, or a current FFFS eligible youth.
- B. Must have completed a WIOA/FFFS Incentive Survey. As eligibility for FFFS/TANF 200% program is valid for 1 year, the document must be signed and dated within that 1-year time frame.
- C. Must be part of youth's ISS/EP.
- D. Youth will be given a copy of the WIOA/FFFS Youth Incentive Award Program Survey as this tells them which funding they are enrolled under.
- E. Youth will submit documentation for each activity or achievement. Information from a youth's folder may be used as a substitute for said documentation. Documentation to support obtainment of credentials must be provided. Case notes/information from the youth folder may be used to support workshop attendance and career zone completion.
- F. Based on documentation of activity or achievement: a \$25 Walmart gift card; or a \$50 Walmart gift card may be issued.
- G. No more than four (4) \$25 gift cards and (2) \$50 gift cards can be earned in a 1-year cycle. The 1-year cycle is based on WIOA program year if youth is a WIOA youth and FFFS program year if youth is FFFS eligible.
- H. Gift card(s) will be issued as long as there are funds available.
- I. Gift card(s) will be kept in a locked file cabinet accessible only by authorized employment and training staff.
- J. Staff will log the gift card number, name of recipient, date of issue, incentive type and form of documentation received.
- K. Copies of documents will be kept in a binder by date received and in the youth's hard copy file.
- L. Log will be reviewed and submitted to financial office at the end of each month for reconciliation of incentive payment account.

ACTIVITIES AND INCENTIVE AWARD AMOUNTS:

Activity Gift Card \$**

Attending and Participation in Approved Workshop (excluding Career Zone) \$25

Completion of Career Zone Requirements \$25

Attainment of High School Diploma/High School Equivalency \$50
Attainment of Degree/Certificate (other than HSD/HSE) \$50
Entered full time Unsubsidized Employment (minimum 30 hrs/week) \$50
Entered part time Unsubsidized Employment (min 15 hrs/week) \$25

Additional Incentives for WIOA Youth Only**

Participate in 2nd or 3rd Level TABE Testing * \$25
Attainment of Literacy/Numeracy Gain Youth Measure * \$50
Youth in Unsubsidized Employment 30 Days after Exit \$50
Youth in Unsubsidized Employment 1st Quarter after Exit Quarter \$50
Youth in Unsubsidized Employment 3rd Quarter after Exit Quarter \$50
Attainment of the Post-Secondary Education and/or Advanced Occ Skills Trng \$50
* = only if Basic Skills Deficient **Policy may be adjusted to align with changes to performance benchmarks

AUTHORIZATION PARAMATERS:

- A. Youth will provide the Employment Specialist with the appropriate documentation of activity or achievement. (Note that information in a youth's folder may be used as a substitute for the Youth provided documentation if necessary)
- B. Employment Specialist will verify activity / achievement.
- C. Employment Specialist will complete necessary OSOS/WTWCMS/FFFS data entry / enrollment.
- D. Employment Specialist will provide copies of documentation for achievements other than workshops to the Sr. Employment Specialist
- E. Sr. Employment Specialist will log information onto Incentive database and provide information to Accounting as needed to request check for the purchase of gift card(s).
- F. Employment Specialist will contact the youth who will either pick up the gift card or have the card mailed. It is preferred that the card is picked up if possible as this is an opportunity for the Employment Specialist to update information.
- G. 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 DSS/ET 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

