

## WIOA Youth Incentive Policy & Procedure

Effective July 1, 2015, active WIOA-enrolled youth may be considered for incentive disbursements up to \$2,000.00 while involved in the WIOA Youth Program. There are no circumstances where this amount may be exceeded without approval by the St. Lawrence County WDB Executive Director. Incentive disbursements do not include wage or training subsidies. Incentives cannot be retroactive.

As described in the previous paragraph, "WIOA enrolled" requires an active WIOA youth case record in OSOS, an initiated Individual Service Strategy (ISS), and all WIOA required eligibility documentation.

- "Active" involves a participant in good standing- who is fully participating in necessary activities, has acceptable attendance, adequate follow-through, and has engaged in attaining WIOA Youth Common Measure outcomes.

An **Incentive Request Form** must be submitted and approved prior to disbursement. Original forms are to be maintained by fiscal staff with a copy kept in WIOA youth hard file. Supporting comment(s) must be entered in the OSOS record that briefly explains why the incentive was given, date, and how much the incentive was valued. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Unless otherwise approved, incentive disbursements will be in the form of a check not to exceed corresponding amount; refer to Incentive Request form for more specific incentive information.

Disbursements are limited to the actual incentives (e.g., gift cards) available at time of request unless other arrangements are approved. Selection/choice of gift cards may be prioritized if unsure of availability. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment goals. WIOA Youth in need of emergency assistance must be referred to appropriate service provider.

Staff should follow the Incentive Procedure outlined below to ensure proper distribution and receipt of incentives.

## **Incentive Procedure**

1. Staff will complete Request Form and submit to fiscal for approval and processing

\*If incentive request not approved, return to provider staff and request further action if necessary

2. Approve and confirm arrangements for staff to acquire incentive
3. Fiscal tracks incentive distribution on spreadsheet
4. Staff distributes incentives.
5. Fiscal files original Request Forms
6. Staff enter supporting comment in OSOS case record and keep copies of Request and Receipt in youth hard file

**Incentive Request**  
Submit request to fiscal

Date: \_\_\_\_\_ Staff Requesting: \_\_\_\_\_

Youth Name: \_\_\_\_\_

Youth OSOS ID: \_\_\_\_\_

In-School or  Out- of -School and  ISS Developed  Active Participant

Amount Requested: (insert amount):

Type of Incentive (e.g., gift card, store gift card, etc.) \_\_\_\_\_

Reason: Describe reason(s) youth would receive incentive. Include a brief narrative supporting request -be specific

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**Note:** Attach any supporting documentation and record in OSOS

Approved by (signature and date): \_\_\_\_\_

Finance/Tracking use: \_\_\_\_\_

