



YOUTH INCENTIVES PROCEDURE

Procedure Number: 2040d

Effective Date: February 4, 2022

Youth Incentives Procedure

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

1. A youth passing the state GED or High School Diploma test.
 - a. A youth passed all four tests of the GED or achieved a High School Diploma earning \$85 or;
 - b. A youth passed an individual GED test, earning \$25 each (first three GED tests).
2. A youth earned an industry-recognized credential, earning \$50.
3. A youth completed their first quarter of post-secondary education, earning \$75.
4. A youth achieved perfect attendance for a work experience, earning \$50.
5. A youth who has obtained unsubsidized employment, earning \$75.
 - a. Incentive payments are only allowed for attainment of unsubsidized employment and/or employment retention if it results from participation in one or more program elements for which incentive payments qualify.

The total dollar amount a participant can receive in WIOA Youth incentives shall not exceed \$260.00 dependent on funding availability.

Documentation for Incentives:

1. Record of achievement to qualify for the award, documented in case file in MIS system.
2. Case note justification for the incentive and the amount based on policy.
3. Supporting document of attainment (copy of the credential/certificate/license, test scores/grades., etc.).

Service Providers must obtain 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, quarter grade print-out, pay stubs, timesheets, or supervisor letter to document attendance.

All documentation including signed supportive service form must be kept in participant file and uploaded to ETO. Incentives may be in the form of fuel cards, department store cards, or big box retail store cards. Service Providers cannot provide any form of entertainment as an incentive or supportive service (see Disallowed Supportive Service section for more information).

Service providers must document (case note) the following in the case management system for each participant that receives an incentive payment(s):

1. How much is being given as the incentive.
2. What is the incentive for?
3. How this incentive ties back to the Individual Service Strategy (ISS).

Example Case Note #1: “Issuing a \$25.00 learning incentive to Bob for making passing the math portion of the GED test. See test and results touchpoint for documentation of passing math score in GED test. This links to his ISS, obtain his High School Diploma.”

Example Case Note #2: “Issuing a \$50.00 learning incentive to Jane Doe for having perfect work attendance during his internship. See test and results touchpoint for documentation of attendance from internship site. This is the paid/unpaid work experience outlined on her ISS.”

References:

- [20 CFR 681.640: “Are incentive payments to youth participants permitted?”](#)
- [State WIOA Policy 5621, Rev 5: Incentive Payments to WIOA Title I Participants](#)