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## Ohio Valley Employment Resource

PO Box 181  
Marietta, OH 45750

[www.OMJ15.com](http://www.OMJ15.com)



### **Ohio Valley Employment Resource Policy Letter No. 1-16**

#### **Youth Incentives**

##### **Purpose**

To establish policy to provide Incentives to WIOA Title I eligible youth that encourages and motivates youth to attain specific program goals and positive outcomes.

**I. Effective Date with WDB and COG motion #s**  
6-19-17; COG motion 32-16; WDB motion 30-16

**II. Background**

§ 681.640 Allows incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. Locally, we must ensure that such incentive payments are:

- (a) Tied to the goals of the specific program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Are in accordance with the requirements contained in 2 CFR part 200.

**III. Implementation**

Incentives are not an entitlement. Incentives will be provided to the youth at the discretion of the Program Operator and are subject to availability of funding.

Incentives may be cash payments or gift certificates. The maximum payment to a youth for attaining one program goal or positive outcome is outlined in Attachment A. During a Program Year (July 1 - June 30), total incentive payments to a youth cannot exceed \$1,000.00.

Payment of incentives must be connected to the goals and objectives stated in the on the JFS 03004, Individual Opportunity Plan. The Workforce Development Board has allowed that incentives may be issued to youth for attaining goals and positive outcomes including those identified in Attachment A.

Documentation must be maintained by the Program Operator using Attachment A.

#### **IV. Technical Assistance**

At the county level, it is the county's discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.

#### **V. References**

WIOA Regulation § 681.640

Omni Circular 2 CFR part 200

State WIOAPL 15-13 Work Experience for Youth

CCMEP State Q&A, <http://jfs.ohio.gov/owd-faqs/CCMEP/Services/Incentives/Incentives.stm>

##### **Question:**

Can CCMEP provide incentives to program participants?

##### **Answer:**

Yes, incentives funded through WIOA and TANF which encourage milestones or achievements directly tied to work experiences, education, or training are allowable. However, they cannot be provided to meet ongoing, basic needs. To provide WIOA or TANF funded incentives, they must be tied to the goals for the CCMEP program participant and outlined on the JFS 03004 Individual Opportunity Plan.

OAC [5101:14-1-03](#) and [WIOAPL 15-13 Work Experience for Youth](#).

(Updated: 05/05/2017)

**INCENTIVE INVOICE**  
INCENTIVE PROGRAM \$1000 CAP PER YEAR

Policy OVERPL 1-16 Youth Incentives, Attachment A

INCENTIVE	AMOUNT	√	INCENTIVE	AMOUNT	√
Perfect Attendance for one calendar month (school or work)	\$25.00		Pass Drug Screen (up to four)	\$25.00	
Grades: (Program Operator discretion per participant)	\$25.00		Obtaining Driver's License (one time) related to work exp/completion of training	\$100.00	
Complete an A+ Class (up to four)	\$25.00		Complete a Job Shadowing Experience (up to five)	\$10.00	
Advance One School Grade	\$50.00		Complete an Internship	\$50.00	
Pass a segment of the High School Equivalency test	\$50.00		Complete Entrepreneurial Training	\$25.00	
Obtain Job Certification (STNA/Welding/Etc)	\$100.00		8 hours of Community Service if meets definition of unpaid Work Exp. (up to four)	\$20.00	
Graduate from High School/Equivalent, Trade School, Certificate Program, or College	\$250.00		Other Overcoming barrier (related to work exp., education or training): Explain:	not to exceed \$100	
<b>TOTAL TO PAY</b>					

\_\_\_\_\_  
**PARTICIPANT NAME**

\_\_\_\_\_  
**PROGRAM TITLE**

\_\_\_\_\_  
**PARTICIPANT ADDRESS**

\_\_\_\_\_  
**CASE MANAGER SIGNATURE & DATE**

\_\_\_\_\_  
**SUPERVISOR APPROVAL & DATE**