

Northeastern Workforce Development Board (NWDB) General Policies and Procedures YOUTH INCENTIVES	
POLICY 021	EFFECTIVE DATE: 3/13/2025
Approved by: Northeastern Workforce Development Board	Executive Director: <i>Jalan Williamson</i>

PURPOSE: WIOA Federal regulations require that the Northeastern Workforce Development Board (NWDB) provide policy guidance prior to use of WIOA funding. In this revision, stipends and incentives become their own policies. Stipends will remain Policy 020.

REFERENCE/AUTHORITY:

WIOA Section 129 Use of funds for youth workforce investment activities.

WIOA - TEN 22-19 https://wdr.doleta.gov/directives/attach/TEN/TEN_22-19_Attachment.pdf

WIOA TEGL 21-16

2 CFR 200.438; 2 CFR 681.640; 2 CFR 200.403

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) allows funding for eligible youth to be used as incentives to recognize achievement in identified workforce development programs. The NWDB has developed this policy to ensure that appropriate and necessary incentives to encourage eligible youth participants in the local workforce development area to achieve specific goals tied to training activities and work experiences. This policy is intended to ensure compliance with all federal and state regulations by providing guidance to NWDB staff, fiscal agent staff, program services staff on the use of youth incentives. This policy applies to all LWDB funded in-school youth (ISY) and out-of-school youth (OSY) participants. Youth program services staff are responsible for implementing this policy.

INCENTIVES FOR YOUTH DEFINITION: An incentive is a type of compensation for youth participants permitted for recognition and achievement directly tied to training activities and work experience. WIOA Youth funds can be used for the purpose of offering an incentive to induce behavior toward achievement of a specific goal.

PAYMENT PROCEDURES

Youth Incentive payments are not guaranteed, nor are participants entitled to receive them. Incentive dollars are based on budget availability. The use of Youth Incentives is on a case-by-case basis depending on the Employment/Training Plan.

Youth incentive payments are permitted for recognition and achievement directly tied to training activities, Work Experiences, and goals of the specific program that occur during program participation.

Providing a Youth Incentive prompts WIOA Staff to recognize the participants' achievements and congratulate them on their accomplishments. Incentives assist in the relationship development between WIOA staff and a participant, providing consistent contact and recognized progress towards long-term goals.

While incentive payments are allowable under WIOA, the incentives must follow the Cost Principles in 2 CFR part 200. For example, Federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

Payment steps include the following:

***LIMITATION:** Achievements completed prior to WIOA enrollment do not qualify for Youth Incentives. Incentive opportunities must be documented in a signed employment/training plan before the goal is started.*

- The WIOA Service Provider may make incentive payments to eligible enrolled/active participants based on properly documented attainment of milestones toward achieving an identified Employment/Training Plan.
- The Service Provider will complete an authorization form for approval by their respective agency. Once approved, the Service Provider will put a copy of the form in the participant's case file in the appropriate case file section that relates to the incentive requested/being paid and upload the completed form.
- Once the Service Provider has verified the Employment/Training goal is achieved and documentation is uploaded in Maine Job Link (MJL), the Service Provider will enter a program note clearly explaining the attainment of the goal and the ensuing request for incentive payment as well as the payment amounts for each.
- The Service Provider will issue a check or other appropriate payment mechanism as required. If the request is denied, the Service Provider must enter a case note in program notes explaining why it was denied. The Service Provider will be responsible for presenting the payment to the participant.
- All Youth Incentives must have the corresponding service or activity entered in MJL for the period it is provided.
- A participant is only eligible for the incentive once per training activity category.

Eligible Training Activities

Activity	Incentive	Documentation
Completes Peer Support training with in-school or community-based organization	\$50	Certificate of Completion received from an authorized trainer
Completes an approved Leadership development training	\$50	Certificate of Completion received from an authorized trainer
Completes Financial literacy education	\$50	Certificate of Completion received from an authorized trainer
Completes minimum of 10 hrs. Community Service Project	\$50	Certificate of Completion received from an approved non-profit organization on letterhead
Completes Entrepreneurial skills training	\$50	Certificate of Completion received
Completes school re-entry plan after expulsion	\$75	Letter received from school official verifying re-admission and completion of 30 days of school
Completes a recognized work ready Program	\$75	Certificate of Completion received from an authorized trainer

Completes registered pre-apprenticeship program	\$75	Certificate of successful completion from authorized person or a letter with organization letterhead recognizing successful completion
Attains High School or equivalent diploma(OSY)	\$100	Diploma or its equivalent (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file and uploaded)
Attains Occupational skill training certificate, license, degree, or diploma (OSY)	\$125	Certificate or degree from training institution (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file and uploaded).
Attains Post-secondary degree (OSY)	\$125	Diploma or its equivalent (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file and uploaded)

Eligible Work Activities

Milestone	Incentive	Documentation
Completes Internship/ job shadowing program	\$50	Certificate of Completion received from an authorized host of internship/job shadow placement
Completes Work Experience	\$75	Completion of successful work experience and final evaluation
Completes 3-month paid employment with same employer	\$50	Verification by payroll stubs
Completes 6-month paid employment with same employer	\$100	Verification by payroll stubs
Completes 12-month paid employment with same employer	\$200	Verification by payroll stubs