

ST. CHARLES COUNTY REGION

YOUTH INCENTIVE POLICY

The Workforce Innovation and Opportunity Act (WIOA) Section 681.640 allows for incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. For the purposes of this policy, the term “incentive” shall mean an award intended to motivate achievement. Per OWD Issuance 14-2019, the following is St. Charles Region’s Youth Incentive Policy.

All incentives provided will be:

- Tied to the goals of a specific program
- Directly tied to training activities and work experiences
- Outlined in writing before the commencement of the program that provides the incentive payment
- Aligned with our Region’s policies of the program, the Job Center and the St. Charles Workforce Development Board
- In accordance with the requirements contained in 2 CFR part 200

Achievements eligible for an incentive award include, but not limited to:

- Obtaining a Secondary or Post-Secondary Credential - \$50
- Obtain HiSET - \$50
- Successful completion of a Measurable Skills Gain - \$25
- Successful completion of a work experience - \$50

Incentives will not be awarded for:

- Workshop attendance
- Taking assessments such as the National Career Readiness Certificate (NCRC)
- Motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program
- Obtaining unsubsidized employment, entering the military, or retaining employment
- Participants that have exited the program or are in follow-up

St. Charles Region’s Procedure to administer an Incentive Awards:

- An Incentive Request Form must be completed prior to disbursement.
- Original forms are to be maintained by fiscal staff with a copy kept in the WIOA Youth hard file.
- Supporting services notes and activities will be entered detailing why the incentive was given, date and amount.
- Unless otherwise approved, incentive disbursements will be in the form of a check.

INCENTIVE REQUEST FORM
Submit request to fiscal

Date: _____ Staff Requesting: _____

Youth Name: _____

App ID: _____

Amount requested: _____

Reason for Incentive Payment: _____

Note: Attach any supporting documentation.

Signed: _____
Youth Program Coordinator Date

Approved by: _____
Executive Director Date