

EOWB Policy #: P-009	Effective Date: 10/11/2016
	Revised: 04/17/2018
Youth Incentives Payments	☐ New ☒ Revised
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PURPOSE:

This policy implements and interprets Workforce Innovative and Opportunities Act (WIOA) requirements governing the use of incentives for WIOA enrolled youth while conducting the business of the Eastern Oregon Workforce Investment Board (EOWB) area.

BACKGROUND:

Incentives are a key form of positive reinforcement to sustain motivation and provide encouragement, when tied to benchmarks such as earning academic credentials or acquiring specific competencies. Incentives can motivate individuals toward completing various grant related activities.

POLICY:

It is the policy of the Eastern Oregon Workforce Investment Board (EOWB) to utilize the provision of incentives as provided in WIOA. Enrolled WIOA youth participants maybe provided incentives for recognition and achievement for reaching a specific educational or training performance. Any use of incentives to participants must meet specific criteria.

Every incentive awarded must have a clear connection to the participant goal as documented in the case plan. The goals and expectations of what a participant must do to earn an incentive award must be clear prior to the start of the plan.

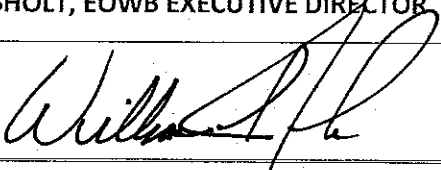
Service provider staff shall measure and evaluate the programmatic progress of a youth as each activity is completed. Additionally, through source documentation, it must be identified who received the incentive, and why. Participants should sign and date any incentive as acknowledgement of receipt.

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.

Any service provider intending to issue incentives must have established clear, auditable guidelines outlining the process by which the determination to award incentives or stipends will be made, the process for making an award, and the documentation that must be maintained for the award.

ELIGIBILITY

An eligible participant must be a youth enrolled in the program, having initiated an ISS or IEP, and met all WIOA required eligibility. The participant must be in good standing, fully participating in necessary activities, demonstrating adequate follow-through.

ADOPTED AT EOWB REGULAR MEETING	DATE: 04/17/2018
WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 04/17/2018
SIGNATURE 	DATE 4-18-18