

State of Alaska
Department of Labor and Workforce Development

Division: Employment and Training Services	Policy: 07-522
Subject: Youth Incentives	Pages: 2
References: Workforce Innovation and Opportunity Act Title 1 B Youth Activities (WIOA) Proposed rules, Section 681.650 ; Code of Federal Regulation 2 CFR 200.438	Effective: 2/3/2016
Approved:  Mike Andrews, Director	 Date

1. Parties Affected

This policy applies to the Division of Employment and Training Services (DETS) staff and grant recipients of Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth funding.

2. Background

The WIOA youth program allows for the issuance of incentives to program participants per [Section 681.650](#) of the WIOA Proposed Rule Making published April 16, of 2015.

For the purpose of this policy, the term incentive means an inducement or reward made to a youth participant, to encourage achievement of workforce development activities.

3. Policy

Incentives must be distributed in compliance with the requirements in [2 CFR parts 200](#), of the Uniform Administrative Requirements and cannot be spent on entertainment costs; such as movie or sporting events; i.e. gift cards to movie theatres or other venues whose sole purpose is entertainment.

Incentive must be linked to a measurable activity and an achievement related to a goal such as the completion of training, obtaining employment, work readiness skills, occupational skills, or basic skills attainment.

Activities eligible for incentive may include but are not limited to:

- a) attainment of a high school diploma;
- b) graduation from an alternative school;
- c) completion of a GED test (incentive can be offered for each test completed);
- d) completion of basic, work readiness, occupational skill attainment goals;
- e) completion of a TABE post-test (attainment of literacy/numeracy functioning level gain);
- f) successful employment for 90 consecutive days;
- g) attainment of a post-secondary credential (occupational certificate, diploma or degree)
- h) volunteer activities;
- i) job shadowing;
- j) short term work experience activities; and/or
- k) pre-apprenticeship training activities.

Participants may not receive multiple incentives for the same activity.

Grant recipients shall maintain required documentation detailing the distribution and management of incentives by using the “Youth Incentive” service in the Individual Case Management system to document the incentive, service, goal and related cost.

The need for an incentive disbursement and justification of the inducement shall be documented in the participant’s case notes. Records verifying the participant’s receipt of an incentive shall be kept by obtaining an original signature on a receipt form.

Adult and dislocated worker program participants are not eligible to receive incentives.

Limits to the amount of incentives payable may be found in the DETS Support Service/NRP Technical Assistance Guide. DETS may suspend or withdraw authorization for incentives at any time.