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# Youth Incentives

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## Purpose

This policy provides guidance and establishes procedures for providing payment of incentives for youth who achieve established goals as a result of Workforce Innovation and Opportunity Act (WIOA) program participation.

## References

- WIOA (Public Law 113-128)
- Title 20 CFR Part 681: Youth Activities under Title I of the WIOA
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor [DOL] Exceptions)

## Policy

Incentives are allowable under Workforce Innovation and Opportunity Act of 2014. Incentives must be tied to program goals on the youth's Individual Service Strategy and provided in accordance with the requirements in 2 CFR 200.

Awarding of incentives is a means to encourage participation and reward achievement and attainment of individual goals that lead to successful outcomes and/or successful completion from the WIOA Youth program.

Incentives may be given to youth if the provision of an incentive is documented in the participant's Individual Service Strategy. The ISS should describe the plans for preparing the youth for post-secondary education and/or employment, finding effective connections to the job market and employers, and understanding the links between academic and occupational learning, and setting and achieving goals.

Incentives are not an entitlement and are contingent upon available grant funding. Youth incentives may **not** include entertainment costs such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. **(2 CFR Part 200)**

## Procedures

Incentive payments will be awarded using gift cards. Incentives shall not include disbursement of cash or checks payable to eligible participants. The cumulative value of incentive awards to any given youth participant may not exceed \$400 per enrollment period. All incentives shall be documented in the participant's Individual Service Strategy (ISS) with supporting documentation, signed receipt of incentive and the gift card serial number retained in the participant file in accordance with NOVA's established records retention policy.

Incentives may be awarded at any point from the date of enrollment through the 12-month follow-up period.