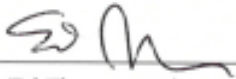
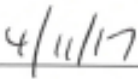


State of Alaska
Department of Labor and Workforce Development

Division: Employment and Training Services	Policy: 07-522.1
Subject: Youth Incentives	Pages: 2
References: 20 CFR § 681.640 ; Code of Federal Regulation 2 CFR 200.438 ; Training and Employment Guidance Letter (TEGL) 21-16	Effective: 2/3/2016 Revision: 4/11/2017
Approved:  Ed Flanagan, Director	 Date

1. Parties Affected

This policy applies to the Division of Employment and Training Services (DETS) staff and subrecipients 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 for recognition and achievement directly tied to training activities and work experiences.

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 goals.

3. Policy

Incentive payments may be provided to both In-School-Youth (ISY) and Out-of-School Youth (OSY). Adult and Dislocated Worker program participants are not eligible to receive incentives.

Incentive payments are permitted for recognition and achievement directly tied to training and work experience activities and must be related to a specific goal. Achievements can include improvements marked by testing or other a measurable activities.

Activities eligible for incentive may include:

- 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, and occupational skill attainment goals;
- e) completion of a TABE post-test with attainment of literacy/numeracy functioning level gain;
- f) improvements marked by other testing or other a measurable activity;
- g) attainment of a post-secondary credential such as occupational certificate, diploma or degree;
- h) work experience including volunteer activities; and/or
- i) pre-apprenticeship training activities.

Incentives may NOT be used as motivators for youth participants for activities such as recruitment, submitting eligibility documentation or participating in the program.

Incentives must be distributed in compliance with the Cost Principles in [2 CFR parts 200](#), of the Uniform Administrative Requirements. Federal funds may NOT be used for entertainment costs such as movie or sporting events, e.g. gift cards to movie theatres or other venues whose sole purpose is entertainment.

Participants may not receive multiple incentives for the same activity.

Limits to the amount of incentives payable may be found in the [Youth Support Service Guide](#). Incentives may only be provided if it is an approved cost in the subrecipient's budget. DETS reserves the right to suspend or withdraw authorization for incentives at any time.

4. Responsibilities

Subrecipients shall maintain required documentation detailing the distribution and management of incentives for each participant by using the "Incentive Service" in the Individual Case Management system to document the achievement that warrants the incentive 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.