


State of Alaska
Department of Labor and Workforce Development

Division: Alaska Workforce Investment Board (AWIB)	Policy: 07-522.2
Subject: Youth Incentives	Pages: 2
References: 20 CFR Section 681.640 ; Code of Federal Regulation 2 CFR 200.438 ; Training and Employment Guidance Letter (TEGL) 21-16	Effective: 2/3/2016 Revision: 8/22/2020
Approved:  Louise Dean, Executive Director, AWIB	8/25/2020 Date

1. Parties Affected

This policy applies to the Alaska Workforce Investment Board (AWIB) 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.

3. Policy

Incentive payments may be provided to both in-school and out-of-school youth. WIOA 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 measurable activities.

Activities eligible for incentives 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 a literacy or numeracy functioning level gain;
- f) improvements marked by other testing or other a measurable activity;

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Auxiliary aids and services are available upon request to individuals with disabilities

- g) attainment of a post-secondary credential such as an occupational certificate, diploma, or degree;
- h) work experience including volunteer activities; and
- i) pre-apprenticeship training activities.

Incentives may NOT be used as motivators for activities such as recruitment, submitting eligibility documentation, or otherwise participating in the program prior to attaining a goal.

Incentives must be distributed in compliance with the Cost Principles in [2 CFR Part 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 theaters 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 they are an approved cost in the subrecipient's budget. AWIB reserves the right to suspend or withdraw authorization for incentives at any time.

4. Responsibilities

Subrecipients must document the achievement that warrants the incentive and the cost of the incentive in the case management system. Records verifying the participant's receipt of an incentive shall be kept by obtaining an original signature on a receipt form.

5. Definitions

Incentive is an inducement or reward made to a youth participant to encourage achievement of workforce development goals.