MID-CAROLINA
Workforce Development Board

Policy Letter #14-A

TO: **All Mid-Carolina Service Providers**

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **Youth Incentive Policy**

PURPOSE

This policy provides guidance regarding the operation of the Mid-Carolina Board's (MCWDB) Workforce Innovation and Opportunity Act (WIOA) Youth program. Supportive services are a critical dimension of youth development. Incorporating youth service elements by providing eligible youth seeking assistance in achieving academic and employment with supportive services will help them in achieving their goals. Program services will be administered by career advisors, mentors, and job coaches who will guide the youth participants through the challenges of entering and succeeding in the workforce.

BACKGROUND

WIOA was signed into law on July 22, 2014, and effective as of July 1, 2015. WIOA Law section 129 introduced and reauthorized the required elements of the WIOA Youth Program.

WIOA introduced key changes to the WIOA Youth Program, including new eligibility criteria for In-School (ISY) and Out-of-School (OSY) youth, a 75% Out-of-School Youth expenditure requirement, a minimum of 20% Work Experience expenditure requirement, and new program elements. Mid-Carolina places a priority on serving out of school youth, providing work based learning experience, promoting local area career pathways, and increased attainment of recognized credentials and post-secondary certificates or degrees. Youth Program Service Providers are responsible for developing a youth program plan that meets the requirements as described in the Request for Proposal (RFP) and subsequent contracts. The youth program must include the required youth program elements as described under WIOA Law, Department of Labor (DOL) and the North Carolina Division of Workforce Solutions (DWS) guidance. A program design framework consists of an objective assessment, an individual service strategy, case management, and follow-up services that lead toward successful outcomes for youth participants.

Stipends for Out-of-School Youth

To offset the growing cost of living expenses for students who are enrolled in vocational skills-related training or GED classes, active participants can be provided stipend for the following criteria and expenses:

$10.00 per day	travel	$50.00 per week
+ 10.00 per day	Meals/snacks	$50.00 per week
$ 20.00 per day	x 5 days x 4 weeks	$400.00 monthly (400/2 = $200.00 Bi-weekly)

The stipend payments will be processed biweekly. Will be provided only to the participants who meet the following requirements:

Attendance
Each student enrolled in the program under the GED component or designated pilot project will be required to attend class as applicable to the course requirements. A bi-weekly timesheet will be required for verification.

Progression

- Each student must show progress during the term of the course. Graded homework, assignments, tests, and contact hours for hands-on learning must be documented. Documentation must be completed and signed by the instructor or training official. Documentation must be submitted to the Career for validity of progression.
- Participants who fail to adhere to the rules and regulations of the training facility will be removed from the class immediately.

Mid-Carolina Youth Program Incentives
Incentive payments are provided to WIOA enrolled participants for recognition and achievement of a specific educational or employment performance. Incentive payments must be tied to the goal of the participant's individual program. All incentives must apply to a measurable and an achievement related to a goal such as the completion of training, obtaining employment, occupational skills. WIOA Youth Career Advisors must verify that the participant is eligible for an incentive, document the achievement in case notes, and update the participant's ISS. The ISS must specify the performance goal, timelines, and description of the incentive to be provided. Incentives must be awarded consistently for all WIOA participants. Youth Career Advisors must record, manage and monitor incentive payments. Incentives will not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

Incentives are based on funding availability and must be earned and paid during the period of Youth participation (after program enrollment and prior to program exit).

Chart Of Incentive Awards

Activity Milestone	Incentive Amount
Attainment of a Degree or Certificate Completion of high school diploma or high school equivalency. High School Diploma or GED Incentive: The youth participant must not possess this degree prior to enrollment. Incentive as noted in the chart. Documentation: A copy of the degree, certificate or official transcript must be obtained and secured in the participant's file.	$100 for Completion of high school diploma or high school equivalent.
Completion of industry-recognized occupational credential, which may include, but is not limited to, a degree, licensure, and/or certificate Credential Attainment Incentive: The youth participant must not possess this degree/credential prior to enrollment. Cash incentive as noted in the chart.	$150 for Completion of occupational credential, which may include, but is not limited to, a degree, licensure, and/or certificate

Documentation: A copy of the degree, certificate or official transcript must be obtained and secured in the participant's file.	
Employment Retention Obtained employment (indirect job placement) and maintained employment for at least 30 days. Entered Employment Incentive: The participant must obtain employment after enrollment in the program. Incentives will be offered at **30 days** and again at **90 days** of employment. Incentives as noted in the chart. Documentation: A copy of employment information which may include a check stub or letter of employment (with start date), etc. must be obtained and secured in the participant's file.	$50 $25 for 3-month retention $50 for 6-month retention $75 for 9-month retention $100 for 12-month retention
Completion of Work Training Experience such as, On-the-Job Training, Pre-Apprenticeship, Summer Work Training Experience. Direct job placement at work-based learning site from a Work Training Experience such as On-the-Job Training, Pre-Apprenticeship, Summer Work Training Experience.	1st Scenario: $100 2nd Scenario: $200

Unless otherwise approved, incentive disbarments will be in the form of a hard check or direct deposit. WIOA Youth Incentives are not intended for emergency assistance, but rather as a compliment to services provided and/or recognition. Unless otherwise approved by the Mid-Carolina Director, ***Mid-Carolina incentive disbursements are not to exceed the corresponding amount.*** Incentives may not include cash, entertainment costs, event tickets, or gift cards. Incentives payments may only be awarded in recognition of an achievement directly tied to training, work experience, or goals of the program. It is the responsibility of the service provider to maintain required documentation detailing the distribution and management of incentives.

ATTACHMENTS

Attachment A: Youth Incentive Request Form
Attachment B: Youth Incentive Payment Tracking Form

CREATION DATE

July 2022

REVISION DATES

January 2024
May 2024
March 2026