



WILLAMETTE WORKFORCE
— PARTNERSHIP —
YOUTH INCENTIVES

Revised: October 16, 2024

Policy: P03

PURPOSE

The purpose of this policy is to provide guidance on incentives allowable under the Workforce Innovation and Opportunity Act (WIOA) for eligible youth participants.

REFERENCES

Code of Federal Regulations 20 CFR 681.640
Training and Education Guidance Letter (TEGL) 21-16
WIOA Sec. 129 (c)

DEFINITIONS

Incentive: Incentives are payments to youth participants for recognition and achievement directly tied to training activities and work experiences. The motivation must be linked to the achievement of a milestone and related to training and education, Measurable Skill Gains, or employment goals as identified in the Individual Service Strategy. All incentives must be earned and paid during the period of Youth participation. Incentives do not include supportive services items such as childcare, transportation, or reimbursement of work-related expenses.

POLICY

Incentives are allowable to youth enrolled in the WIOA Title I Youth Program. They are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain favorable outcomes. Incentive awards are not an entitlement nor should be considered a supportive service. All incentives will be subject to the availability of WIOA Youth funds and will be following the requirements contained in 2 CFR part 200.

Incentives can only be awarded upon equitable and non-discriminatory standards ensured by the sub-recipient. Sub-recipients show documentation of completion of a goal, form of incentive, and a receipt of the incentive being received by the participant.

Willamette Workforce Partnership (WWP) aims to ensure that the value of an incentive is tied to the size and nature of the achievement for which they are awarded and scaled to inspire participants to work toward the associated results. All incentive records must be maintained by following the record retention requirements so that Willamette Workforce Partnership (WWP) staff can verify accuracy and timeliness of payments. The duties of staff dispersing incentive payments to participants must be separated so that no one individual has complete authority or control over an entire financial transaction.