

WIA Youth Incentive Policy & Procedure

Effective January 1, 2012 active WIA enrolled youth may be considered for incentive disbursements not to exceed \$200 in total while involved in the WIA Youth Program (*all incentive disbursements added together cannot exceed \$200*). Incentive disbursements do not include wage or training (ITA) subsidies. Incentives are not retroactive.

- “WIA enrolled” requires an active WIA youth case record in OSOS, with NY#, an initiated Individual Service Strategy (ISS), and all WIA required documentation.
- “Active” involves a participant in good standing – fully participating in necessary activities, has acceptable attendance, adequate follow-through, and engaged in attaining WIA Youth Common Measure outcomes.

An **Incentive Request Form** must be submitted and approved prior to disbursement and, an **Incentive Receipt** must be obtained for each incentive given out. Original forms are to be maintained by RochesterWorks! (currently Mary McKeown or her designee) with copy kept in WIA youth file. Supporting comment(s) must be entered in **OSOS** case record. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Unless otherwise approved incentive disbursements will be in the form of **Gift Card** not to exceed corresponding amount – refer to **Incentive Request Form**.

Special requests (needs-based) may be made but are not guaranteed. Refer to “Other” on **Incentive Request Form**. At the discretion of approving staff such disbursements may not count against total amount allowed. Disbursements are limited to the **Gift Cards** available at time of request. All card choices listed may not be available. Selection/choice may be prioritized if unsure of availability. Three (3) business days should be allowed for processing.

WIA Youth Incentives are not intended as emergency assistance but rather as a compliment to work readiness and/or recognition of personal attainment goals. WIA Youth in need of emergency assistance must be referred to appropriate service provider. Some resources can be found at: http://www.rochesterworks.org/js_tools.aspx - scroll down to “Support Services”.

To consider and/or submit a WIA Youth Incentive Request, download the **Incentive Request Form** found on the **RochesterWorks! Youth Operator’s Webpage** under “Forms” - http://www.rochesterworks.org/js_tools.aspx. Staff will be notified of approval status within 3 business days.

Funding is limited and may not be available.

Each incentive distribution has a value of \$25 except for “Post-test” - \$10, and “Other” - to be determined. WIA Youth Incentive designations are as follows:

- “*Completion of Prescribed Work Readiness Series*” denotes an agreed upon set of workshops/activities required to prepare for occupational training and/or employment. This may be based on the **Individual Service Strategy (ISS)**, **OSOS** achievement objective and/or other objective assessment tools.
- “*Literacy/Numeracy Gain*” denotes the positive WIA Youth Common Measure attainment of one or more educational functioning levels in literacy or math within 12 months of first WIA youth service – applies to Out of School youth only.
- “*Degree/Certificate Attainment*” denotes the positive WIA Youth Common Measure attainment of a WIA recognized credential prior to third quarter after exit – refer to “Credential Resource Guide” on **RochesterWorks! Youth Operator’s page**.
- “*WorkKeys or NWRC Certification*” denotes attainment of a Bronze, Silver, or Gold certification in **WorkKeys**, or the attainment of the **National Work Readiness Credential** (currently under development with RochesterWorks!)
- “*Placed in WE-Internship/ITA/OJT*” denotes acceptance and actual start of a work experience, internship, occupational training (ITA), or on-the-job training. May or may not be subsidized using WIA funds.
- “*Successful Completion of WE-Internship/ITA/OJT*” denotes positive completion of activity including a minimum 90% attendance, positive monitor report, and/or other measure(s) acceptable to outcome.
- “*Post-test TABE/WorkKeys/NWRC*” denotes completion of test in an acceptable and agreed upon timeframe. Results of test do not influence receipt of incentive.
- “*Placement Employment/Education*” denotes the positive WIA Youth Common Measure attainment of employed or enrolled in post-secondary education, advanced training, apprenticeship or military first quarter after exit.
- “*Interview/Training/Work Requirement*” denotes acceptance of interview, training, or work related requirement to secure activity.
- “*Other*” denotes a special or unique request related to continued successful involvement in an activity or service. Proper and thorough documentation is required.

How the process will work:

1. Staff (*Navigator/Youth Career Services Specialists*) will complete **Request Form** (*selection/choice may be prioritized if unsure of card availability*) and submit to Antwan Williams, John Premo, or Viatta Tolbert-Carter for approval
2. Antwan, John or Viatta will verify **Request** (*WIA enrolled/NY#, accomplishment, other*)
3. *If not approved*, return to staff, request further action if necessary
4. Approve, give form to Mary McKeown and confirm arrangements for staff to get **Gift Card**
5. Mary tracks incentive distribution on spreadsheet
6. Staff distribute incentive and complete **Receipt Form** ensuring youth and staff signatures
7. Staff return completed **Receipt** to Mary
8. Mary files original **Receipt** and **Request Forms**
9. Staff enter supporting comment in **OSOS** case record and keep copies of **Request** and **Receipt** in youth file
10. John, Viatta, or Mary replenish **Gift Cards** as necessary