WIOA YOUTH INCENTIVE REQUEST POLICY

RochesterWorks! (RW) Requirements:
Active out of school youth (OSY), WIOA enrolled or participating in follow-up services, are eligible for incentives for achievement **directly tied to workforce training activities, work experiences and Youth Performance Indicator outcomes, only.**

Completed required documentation prior to Incentive Request SharePoint submission:

1. **Individual Service Strategy (ISS)** (Required: hard file);
2. Dually signed (by youth and Navigator) **Objectives and Services History(s)/ISS,** once a quarter (Required: hard file)**;** and
3. OSOS data entry.
   - ***Utilize current RW OSOS Desk Guide draft to document youth performance indicator(s) attainment in the Empl. Outcomes and Trng. Outcomes tabs (Services Page) and/or if applicable, Test tab (Customer Detail Page).***
   - ***Important: Input Comment (following SENSE Model) documenting achievement directly tied to workforce training activities, work experiences and Youth Performance Indicator outcomes, only.***
   - ***Required: Youth performance indicator(s) documentation must be in youth's hard file.***

Incentive Total limit! **Three hundred dollars ($300) is the maximum total incentive disbursement total per youth enrollment**, based on funding availability. Maximum ten (10) business days processing time for fully completed requests, excluding weekends and holidays. ***Incomplete requests will not be processed, thus restarting processing time frame.***

Fifty-dollar ($50) Incentives are disbursed for initial TABE assessment/Other and 4 WIOA Youth Performance Indicators:

1. Initial TABE Assessment/Other
2. Placement in Education, Training, or Unsubsidized Employment (2nd Q after exit)
3. Placement in Education, Training, or Unsubsidized Employment (4th Q after exit)
4. Credential Attainment Post-Secondary Credential, HS or HSE Diploma. (4th Q after exit)
   NOTE: If a youth attains a HS diploma or HS equivalent, then youth must also be employed or enrolled in education or a training program leading to a postsecondary credential to count for Credential Attainment.
5. Measurable Skills Gain (s)
   a. EFL gain(s): Literacy/Numeracy for OSY determined basic skills deficient (below 9th grade level)
   b. HS or HSE Diploma attainment
   c. Post-secondary Transcript/Report Card

RochesterWorks! is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

d. Training Milestone (i.e. completion of OJT *or* completion 1 year of an apprenticeship *or* similar milestone, from an employer/training provider.)
e. Skills progression (i.e. passing knowledge-based exams for specific occupation or progress in attaining technical or occupational skills evidences by trade-related benchmarks.

Gift Card(s): Each incentive distribution has a set value ($50, or $25). Only one (1) incentive per designation. Exception: "Other"- value determined between Navigator and RW.

Available $25 gift card options: *Shown from most requested to least requested gift cards.*

- Wal-Mart
- Wegmans
- McDonald's
- Speedway gas card
- Goodwill
- Subway

Record last five number digits of gift card(s). For Wal-Mart gift cards, notate the last 5 numbers of the gift card that begin with "SC…..53484" For Goodwill gift cards, notate the last 5 numbers of the gift card before the BID and the CVV numbers.

WIOA YOUTH INCENTIVE REQUEST POLICY

Effective September 2019: Incentive Request SharePoint Process submission

1. Complete all OSOS data entry requirements for active and follow up status utilizing current OSOS Desk Guide draft **prior** to submitting Incentive Request on SharePoint.
2. Now option to submit up to 3 Requests per Incentive Request SharePoint submission and for each option can choose in quantity 1 or 2 $25 gift cards.
3. Go to SharePoint link below, to submit Incentive Request for processing to ***Zinnia Dzus-DeBole***, *Youth Program Coordinator*, (or other designated staff), https://rochesterworks490.sharepoint.com/sites/TransportationAssistanceRequests/Lists/Incentives/AllItems.aspx
4. From the Home page, select **Incentive Requests**, on the left.
5. Select **New** on the top bar.
6. A new box appears. Fill in all fields with a red star *only.
7. If you have additional information about the request to share, you can add it in the field titled **Comments (If Needed).** This field is not required.
8. All other fields are RW ONLY. They are used for RW Staff to process the requests.
9. Hit **SAVE** at the bottom.
10. Repeat for each request. No paper form needed! If you have any questions, connect with ***Zinnia Dzus-DeBole*** zddebole@rochesterworks.org Once verification of OSOS data entry, Incentive Request on SharePoint is **processed within ten business days**, excluding weekends and holidays.
11. Requesting Navigator emailed once envelope is ready for pickup at the United Way Front Desk (75 College Ave) or, envelope can be mailed to Navigator via US Postal mail.
12. Download and complete the **Incentive Receipt** from the Navigator Resources and Information webpage http://rochesterworks.org/navigator-resources/ for gift card(s). Record last five number digits of gift card(s). Both youth and Navigator sign and date to verify distribution. Youth takes full responsibility for safeguarding gift cards and acknowledges lost or stolen gift cards will not be replaced.
13. The original ink-signed **Incentive Receipt** is returned within 5 business days to ***Cassilda Campbell,*** *Youth System Assistant* (US Postal mail, or drop off at United Way Front Desk) to be filed at RochesterWorks! for auditing purposes. A copy of the original receipt needs to be placed in the youth's hard file.
14. Download the **Incentive Request and Receipt** from *Navigator Resources webpage* http://rochesterworks.org/providers/

Return process:

1. Mark envelope with "Return" including youth's name and number of gift cards returned and place an on-OSOS comment regarding return to RochesterWorks with specific reason(s) following SENSE Model and return to ***Zinnia Dzus-DeBole*** .

WIOA YOUTH INCENTIVE REQUEST POLICY

WIOA Youth Incentive designations and amounts:

Completion for achievement directly tied to workforce training activities, work experiences and Youth Performance Indicator outcomes, needs to be documented on OSOS with *comment following SENSE Model* providing specific and detailed information and hard copy documentation in youth's hard file.

- ***"Initial TABE Assessment/Other" $50*** Increased due to extensive time and difficulty of TABE 11/12 assessment thus, denoting completion of test in acceptable and agreed upon timeframe, which establishes Literacy/Numeracy level *for out-of-school youth*. Required: Hard copy documentation in youth's hard file.

- ***"Completion: Prescribed Work Readiness Series" $25*** denotes completion of an agreed upon set of workshop/activities required to prepare for occupational training and/or employment. Completion: Prescribed Work Readiness Series may be based on the Individual Service Strategy (ISS), OSOS Achievement Objective and/or other objective assessment tools, i.e. CareerZone. Career Zone Portfolio for PY2019 is required for 75% of enrollees including one (1) saved Interest Profiler, one (1) saved Abilities, one (1) saved Work Interest Profiler, two (2) Saved Occupations, and one (1) saved Budget. An example of Completion: Prescribed Work Readiness Series for our youth includes learning how to search for employment utilizing networking opportunities, Recruiting 'Round Rochester events at RWCC Goodman or RWCC Waring Rd locations, and career fairs, learning how to search and apply online for legitimate job postings through search engines like Indeed.com, learning the role of resume and cover letter as self-marketing tools, learning how to write a resume and cover letter, learning to create a reference list of previous employers, or supervisors from previous community volunteer opportunities, learning the essentials of preparing for a job interview including researching organization, proper dress, good eye contact, good posture, and participating in Mock Interview opportunities to learn how to ask follow up questions to show interest in position. Required: Hard copy documentation in youth's hard file.

- ***"Credential Attainment Post-Secondary Credential, HS or HSE Diploma (4th Q after exit)" $50*** denotes the positive WIOA Youth Performance Measure attainment of a WIOA credential including Post-secondary credential, High School Diploma, or High School Equivalent (HSE, i.e. TASC or GED), during participation or within one year of exit. NOTE: If a youth attains a HS diploma or HS equivalent, then youth must also be

employed or enrolled in education or a training program leading to a postsecondary credential to count for Credential Attainment. The idea is that attaining HS or HSE Diploma is the start to either continuing with post-secondary education or attaining unsubsidized employment. Required: Hard copy documentation in youth's hard file.

- ***"Placement Employment/Education (2nd Quarter after exit)" $50*** denotes the positive WIOA Youth Performance Measure attainment of employed or enrolled in post-secondary education, advanced training, apprenticeship, or military 2nd Quarter after exit.

- ***"Placement Employment/Education (4th Quarter after exit)" $50*** denotes the positive WIOA Youth Performance Measure attainment of employed or enrolled in post-secondary education, advanced training, apprenticeship, or military 4th Quarter after exit.

- ***"Measurable Skills Gain" $50 NOTE: Limit 1 Measurable Skills Gain (MSG) incentive request disbursement per youth enrollment, per Program Year (PY).*** *Measurable Skills Gain (MSG) is the only category among Incentive designations, a Navigator can submit more than once an incentive, however, the key is remembering the limit of 1 MSG category per PY. Also, once a specific MSG is used, it cannot be reused for incentive purposes. For example, for a youth who is basic skills deficient and is post-TABE Tested and achieves an EFL increase in either Literacy/Numeracy, can do only 1 MSG EFL Increase Incentive Request for PY2019 (July 1, 2019-June 30, 2020) for disbursement. The MSG EFL Increase category cannot be used for the same youth again for the same youth enrollment. This would be the only MSG Incentive Request for PY2019. However, if the same youth in the next program year, for example, successfully completed semester of post-secondary education, then Navigator can submit MSG Incentive Request for post-secondary transcript or report card for disbursement for PY2020 (July 1, 2020-June 30, 2021).*
    - 1 Educational Functioning Level increase denotes the positive WIOA Youth Performance Measure attainment of one or more educational functioning levels in literacy or math within 12 months of 1st WIOA youth service;
    - Attainment of a secondary school diploma or its recognized equivalent;
    - Secondary or postsecondary transcript or report card:
    - Training milestones: completion of OJT or completion of one (1) year of an apprenticeship program or similar milestones
    - Skills Progression: Passing knowledge-based exams required for specific occupation or progress in attaining technical or occupational skills

WIOA YOUTH INCENTIVE REQUEST POLICY

- ***"Post-test TABE Assessment/Other" $25*** denotes completion of test in an acceptable and agreed upon timeframe. Results of test do not influence receipt of incentive.

- ***"NWRC or Work Keys Certification" $25*** denotes attainment of National Work Readiness Credential, or the attainment of a Work Keys Bronze, Silver, Gold, or Platinum certification.

- ***"Completion: Youth Employment Program (YEP)Internship/OJT" $25*** denotes positive completion of **work experience** activity including a minimum 90% attendance, positive monitor report, and/or other measure(s) acceptable to outcome.

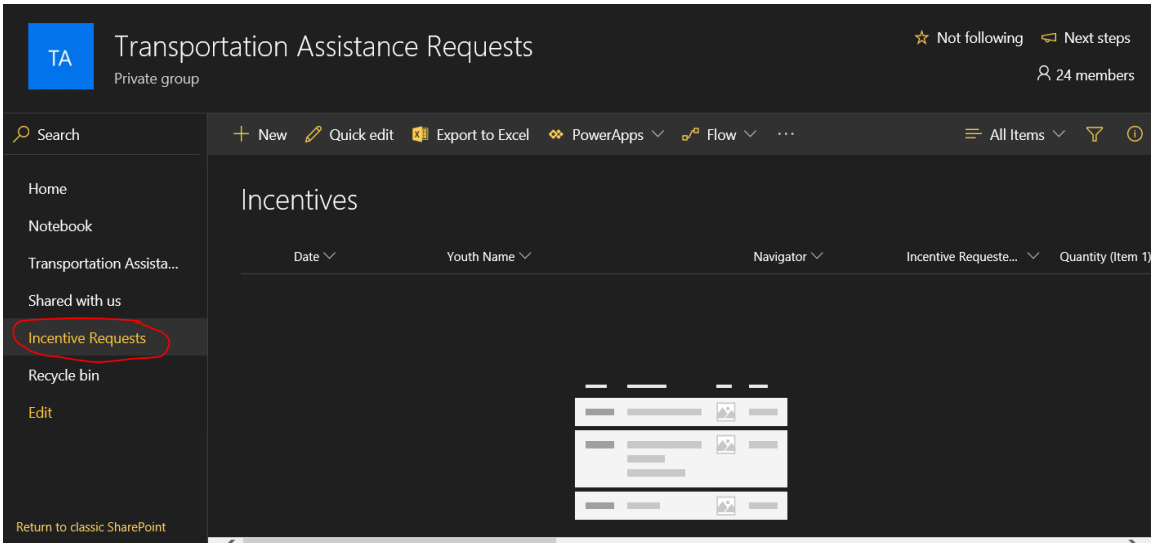
- ***"Other" $25*** for consideration of a special or unique request related to continued successful involvement directly tied to training activity but with no guarantee of payment. At the discretion of RochesterWorks! such disbursements *may* not count against total amount allowed. Funding is limited and may not be available. Proper and thorough documentation is required.

WIOA YOUTH INCENTIVE REQUEST POLICY

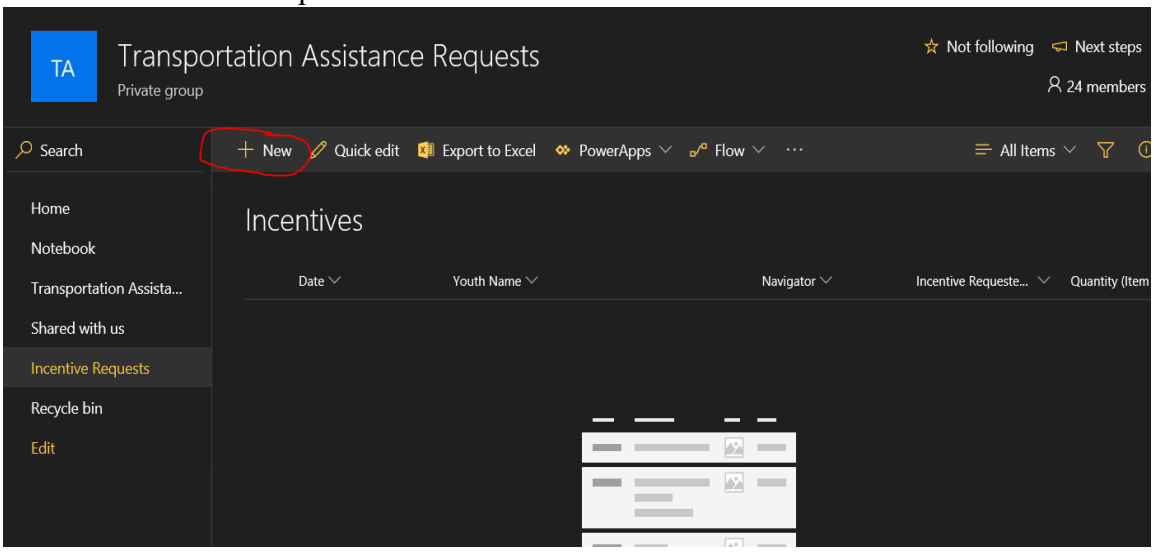
Shortcut: New Incentive Request SharePoint Submission Process:

Zinnia Dzus-DeBole – RochesterWorks!

1. Go to https://rochesterworks490.sharepoint.com/sites/TransportationAssistanceRequests/Lists/Incentives/AllItems.aspx
2. From the Home page, select Incentive Requests, on the left.

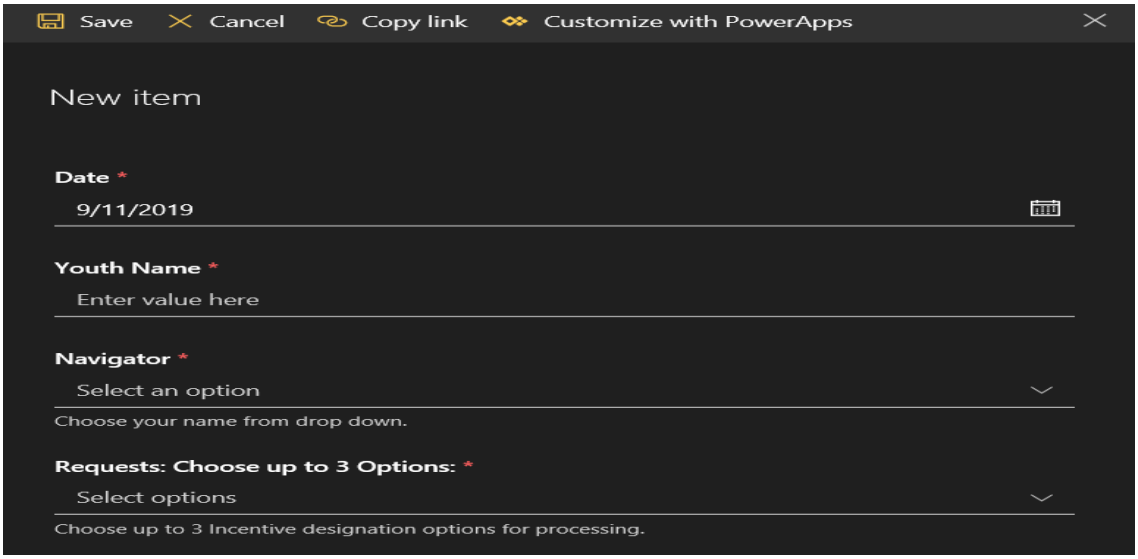


3. Select "New" on the top bar.

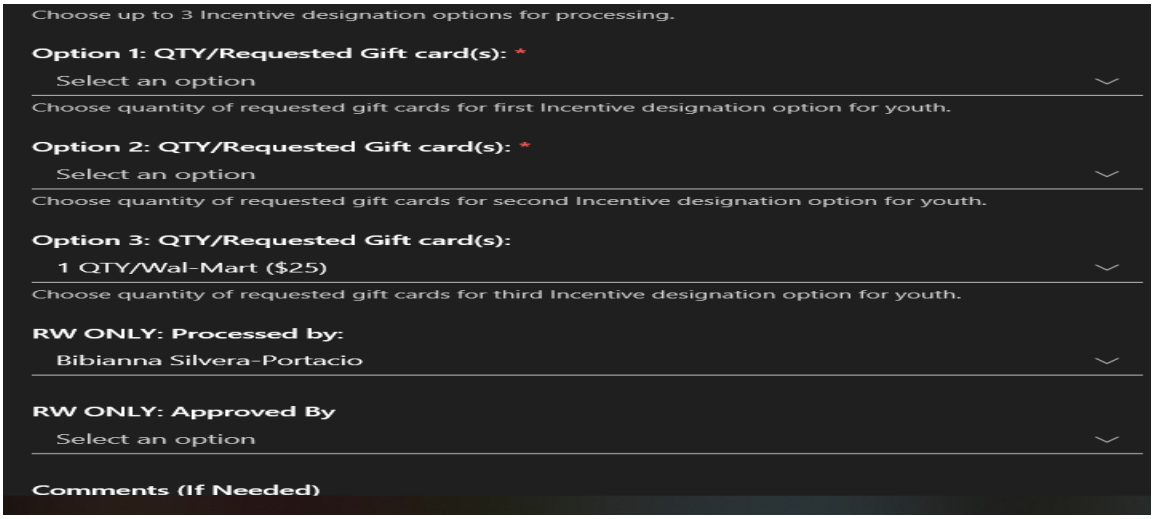


RochesterWorks! is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

4. A new box appears. Fill in all fields with a red star only.



If you have additional information about the request to share, you can add it in the field titled "Comments (If Needed." This field is not required.



All other fields are RW ONLY. They are used for RW Staff to process the requests.

5. Hit **SAVE** at the bottom.
6. Repeat for each Incentive Request on SharePoint. No paper form needed!

WIOA YOUTH INCENTIVE REQUEST POLICY

INCENTIVE RECEIPT

Original receipt returned within 5 business *days to RochesterWorks!*
Cassilda Campbell*, Youth System Assistant*
*Copy in youth's hard file, (Maximum total incentive disbursement per youth enrollment is $300)***:**

Date: _____
NY# *(must be WIOA enrolled youth in OSOS)***: _____**

Today I, (Youth ***-Print Name)*** **_____received the following gift card(s) or other:**

Circle/Check gift card(s) and fill in quantity:

- **Goodwill ($25) ___ Quantity**
- **McDonald's ($25) ___ Quantity**
- **Speedway gas card ($25) ___ Quantity**
- **Subway ($25) ___ Quantity**
- **Wal-Mart ($25) ___ Quantity**
- **Wegmans ($25) ___ Quantity**
- **Other _____ ___ Quantity**

Record last five number digits of gift card(s). ***For Wal-Mart gift cards,*** *notate the last 5 numbers of the gift card that begin with "SC…..53484"* ***For Goodwill gift cards****, notate the last 5 numbers of the gift card* ***before the BID and the CVV numbers.***

By signing below, I take full responsibility for safeguarding the gift card(s) issued to me today. Lost or stolen gift card(s)/ other incentive disbursement will not be replaced.

Youth Signature: _____

Requested completed by: Print Navigator Name/Organization:
_____
Navigator Signature:
_____

ROCHESTERWORKS USE ONLY BELOW:

Original Receipt Received: _____