

High Country Local Area Youth Incentive Policy **Effective July 1st, 2003 (Revised 2-20-09)**

Incentives provide a means to recognize and reward an **active*** youth's success while participating in the Workforce Investment Act *Get REAL* youth services. *Get REAL* youth funds may be used to provide incentives for recognition and achievement to eligible youth (129.a.5) provided it is made a part of the participant's individualized assessment and service strategy. In general, non-cash incentives should be used. However, incentives can be in the form of cash payments to youth when it is deemed appropriate. Documentation for each youth must include what achievement or recognition is being awarded, the type of incentive awarded, along with supplemental data to support the achievement (copy of grades, work-site evaluation, attendance record, etc.).

Incentives may be provided to those in follow-up provided they successfully complete the program and meet the definition of active participants to include regular meaningful contact as described in Service Providers proposals (such as weekly, monthly, and bi-monthly visits to provide needed intervention, support for the youth, skills building, etc.).

The following examples merit the award of incentives:

- Academic achievement
- Participation in specific WIA activities, including activities leading to attainment of leadership and citizenship skills such as workshops, trainings, volunteer work, etc.
- Frequent contact and attendance with case manager (at least on a monthly basis and as defined as active)
- Attainment of Skill Goal or Educational Functioning Level
- Attainment of secondary school diploma or equivalent
- Attainment of honor roll or dean's list
- Successful completion of work experience
- Successful consecutive months of job retention (at 3, 6, and 9 months)
- Successful completion of approved HRD workshop
- Obtaining a Certificate/Credential or License
- Serving as a Youth Council member
- Completing "Passport to Success" guidelines

The following are examples of incentives:

- Gift certificates (restaurants, video/music stores, retail stores, book store)
- Movie passes
- Clothing for interview, work-site, or special event
- Banquets for participants
- Plaques/Certificates
- Class pictures
- Class rings
- School supplies
- Summer work experience for year round participation
- Field Trips
- Cash (in the form of a check made out to the participant)

Although the above lists are not inclusive, Service Providers must contact the Local Area for additions. Service Providers must develop an incentive policy (to be used for the "Passport to Success") specific to their service design to include time-frames, dates, required numbers, etc. using the provided required elements. All elements of the Local Area policy must be included and approved by the Local Area prior to implementation.

Region Wide Incentives

All active youth are to receive the following as appropriate and as funding allows:

It is the High Country policy that youth will receive an incentive award upon attainment of a skill goal (basic skills, work readiness or occupational skills goal). Goals must be attained during the time frame of 6-12 months and follows the Skill Attainment Tool-kit policy. Upon attainment of each skill goal, each **active** youth will be awarded a \$25.00 incentive. Up to three goals may be achieved per year (maximum of \$75 value per year for goal attainment). The type of goal and incentive along with dates must be documented in WF+. Basic Skills equals a defined increase in Reading and/or Math scores. Work Readiness equals successful evaluation on at least eight of ten work readiness skills objectives. Occupational Skills equals to completion of the semester at a “C” average or better.

Youth that increase their Literacy and/or Numeracy scores one Educational Functional Level (EFL) within the designated year are eligible for a \$25 incentive.

NOTE: Youth do not receive incentives for basic skills goals attainment and EFL increases—it is one or the other.

Youth may receive an incentive award of \$50 when he/she fully completes the Computer Learning Works (CLW) Employability Skills software.

As a youth participant obtains his/her High School Diploma or GED, an incentive award of \$100 will be awarded if the youth is an active participant. If a youth has been inactive, without person to person contact, and has not received *Get REAL* services, case managers can not award an incentive for obtaining a High School Diploma or GED.

Youth that complete training and are awarded a credential/degree/diploma, etc; are eligible to receive an incentive of \$100. Youth that complete training such as CNA and Pharmacy Tech that require state exams, must take and pass the exam prior to receiving the incentive.

Due to the importance of job getting and keeping skills, a \$25 incentive will be awarded to active youth customers when he/she obtains unsubsidized employment working at least 20 hours per week. If the participant retains the same job for three months, a \$50 incentive will be awarded. Retention in the labor market for six months (with no break in employment) earns a \$75 incentive and retention in the labor market for one year (with no break in employment) earns an incentive of \$100. Please note that this type of incentive will only be awarded one time per customer and employment must be constant throughout the year. Obtaining employment, quitting/getting fired, and obtaining additional employment does not constitute another \$25 incentive.

As the state and nation are recognizing the importance of work readiness skills, youth that complete their Key Train pre-assessments (for Reading, Math, and Locating Information) while enrolled are eligible to receive a \$25 incentive. As youth progress and take the Career Readiness Certification test and receive their certification (while enrolled or in follow-up), youth are eligible to receive \$100.

*An **active** participant is one who is actively receiving services in accordance with their individualized service strategy/plan AND with whom the service provider is in frequent and meaningful contact as documented in WF+.

Skills Goals: \$25
EFL Increase: \$25
CLW: \$50
Credential: \$100
Diploma/GED: \$100
Employment: \$25-\$50-\$75-\$100
Key Train Pre-assessments: \$25
Career Readiness Certification: \$100