

# SC WORKS

## PEE DEE

**PEE DEE LWDA INSTRUCTION NUMBER: 17-017**

**TO: Pee Dee LWDA Youth Contractors**

**SUBJECT: Incentive Policy**

**ISSUANCE DATE: June 13, 2018**

**EFFECTIVE DATE: Immediately**

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**Purpose:** The purpose of this instruction is to ensure that appropriate incentives to encourage youth participants in the Pee Dee Local Workforce Development Area's WIOA Youth program to achieve specific goals are allowable.

**Background:** Section 681.650 of the Federal Register clarifies that incentives under the WIOA youth program are permitted. The awarding of incentives is a means to motivate, encourage and reward attainment of individual goals directly tied to training activities and work experiences. Incentive awards are not an entitlement, they must be earned. All incentive awards will be subject to the availability of WIOA funds.

An incentive award is a payment to a youth participant for the successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS). Incentive awards may be non-cash (not redeemable for cash) or cash incentives. This policy outlines procedures for awarding cash and non-cash incentives. The Service Provider will provide incentives only to those youth who:

- are WIOA eligible youth participants.
- are active and in good standing with a program.
- have achieved an outcome listed as a goal within their Individual Service Strategy (ISS).

**Policy:** Each Pee Dee Local Workforce Development Area Youth Contractor must maintain a clear and concise written incentive policy that outlines a uniform and consistent strategy for awarding incentives with WIOA funds. Contractors must ensure that such incentive awards are:

- (a) Tied to the goals of the WIOA program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Align with the local program's organizational policies; and
- (d) Accord with the requirements contained in 2 CFR part 200

Incentives may be awarded for the following goal accomplishments or activities:

- Placement in Education, Employment or Military
- Attainment of Occupational Skills Credential
- Attainment of High School Diploma or Equivalency
- Attainment of WIN Level 4 Assessment (Silver)
- TABE EFL Gains
- Workshop attendance (if the workshops are directly tied to preparation for a work experience or training)
- WorkKeys/WIN skill-level upgrade

Incentives may not be awarded for the following:

- Peer referrals to the WIOA Youth program
- Workshop Attendance (Incentives cannot be offered simply for attending stand-alone workshops)
- Entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment
- Incentives during Follow-up

WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment of goals. WIOA Youth in need of emergency assistance must be referred to the appropriate service provider.

When incentive takes the form of a gift card, gift certificate, check or other monetary items, written recognition or receipt of the incentive should be contained as part of the participant file or official accounting records. In addition, details surrounding the issuance of the incentive should be documented in a casenote in SCWOS.

Similar to currency as being a transferable monetary item, adequate internal controls and safeguards should be installed and considered when purchasing and distributing gift cards, gift certificates and other incentives. An inventory, log, and periodic reconciliation of such items should also be documented and maintained. Lastly, such items should be kept in a secured and locked area.

**Action:** Contractors are required to adhere to the instructions and guidelines set forth in this policy when awarding youth incentives. Incentives may be a stipend or nonrefundable gift cards provided in exchange for meeting documented specific goals. Contractors are to review and revise current incentive plans and submit them to the LWDA for approval. The Contractors policies will be reviewed annually as a part of the Youth Plan.

- Replaces Pee Dee LWDA Instruction Number 16-005

**Inquiries:** Questions pertaining to this instruction should be directed to Teresa Jacobs at (843) 669-3138 or [t-jacobs@peedeecog.org](mailto:t-jacobs@peedeecog.org).

  
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