**RIVERS EAST YOUTH INCENTIVE PAYMENT FORM**

TO: FINANCE DEPARTMENT FUND CODE:

Process payment to WIOA youth participant:

 Participant Name SID#

County: Amount: $ for satisfactory attainment in the following area(s).

\*\* Attach a copy of all documents (credential, NCRC certificate, TABE post-test, check stubs, attendance forms, etc.) and all back-up documentation.

* $100.00 for the satisfactory completion of a Credential. √ Credential Attained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Credential Name | √ |  | Credential Name | √ |
| High School Diploma  |  |  | Post-Secondary Curriculum Degree/Diploma |  |
| GED/Equivalency |  |  | Post-Secondary License |  |
| Bachelor Degree |  |  | Post-Secondary Curriculum Certificate |  |

* $100.00 for the satisfactory completion of a National Career Readiness Certificate (NCRC). One time incentive

√ Level Attained: 🞏 Platinum 🞏 Gold 🞏 Silver 🞏 Bronze

* $100.00 for the satisfactory completion of a Measurable Skill Gain. Limit of one per PROGRAM year

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| Type of Skill Gain: |

* $100.00 for attainment of Unsubsidized Employment (three consecutive weeks). One time incentive

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| --- |
| Name of Employer: |

* $20 for attainment of Work Readiness Activity.

|  |  |
| --- | --- |
| *Name of Work Readiness Activity* | *Amount Earned* |
|  |  |
|  |  |
|  |  |

Career Advisor: I certify that the incentive(s) listed above were earned by the participant and proper documentation has been scanned into NCWorks to support the incentive payment and all have been documented on their IEP/ISS, their OA and in case notes. In addition, the MSG and/or credential have been recorded on the appropriate tab on the WIOA application.

WIOA Career Advisor Date

*Program Manager; by signing below, you are indicating you have reviewed the NCWorks file for compliance and all supporting documentation has been scanned as well as the MSG and/or credential has been recorded on the appropriate tab of the WIOA application.*

WIOA Program Manager\* Date



Incentive Plan Contract

An incentive is a payment to an eligible WIOA youth participant for the successful participation and achievement of outcomes. As a participant of the WIOA NEXTGEN Youth program, you may be able to earn incentives while participating in the program. The purpose of this contract is to relay information of incentives that can be earned while earned while enrolled. Please note that an incentive is not an entitlement. Incentives may be limited based on availability of funds.

Incentive Categories

An incentive may be awarded for completion of goals to earn or obtain:

* High School Diploma or High School Equivalency Diploma
* A college *curriculum* certificate, diploma, or degree
* A credential or license
* National Career Readiness Certification (NCRC): Platinum, Gold, Silver or Bronze
* Unsubsidized employment
* Work readiness training; *cannot receive two different incentives for the same activity*

A copy of the *curriculum* diploma/degree/certificate/license/paystub/attendance forms, etc., must be provided as evidence that the incentive milestone has been earned. It is your responsibility to notify your Career Advisor of credentials/goals earned above and to provide the proper document(s) to receive the incentive. Documentation must be provided in a timely manner.

Date: Initials:

Eligibility Criteria

* Must be enrolled as a WIOA NEXTGEN Youth participant.
* Must be actively participating with the program and in contact with your Career Advisor.
* Must be in compliance with program requirements.

Date: Initials:

Agreement: I understand and acknowledge that by participating with the WIOA NEXTGEN Youth program, I may earn incentives as outlined in the contract above.

Participant Signature Date

Career Advisor Signature Date