

Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-25 CHANGE 5

SUBJECT: WIOA YOUTH INCENTIVE STRATEGY

PURPOSE: Update Incentive options to include Apprenticeship and Pre-Apprenticeship activities

ACTION: Youth service providers will need to review and update their internal processes to match policy updates.

EFFECTIVE DATE: May 8, 2019

REVISION DATE: March 11, 2026

A handwritten signature in black ink that reads "Jennie Bowen". The signature is written in a cursive style and is positioned above a horizontal line.

Jennie Bowen
Workforce Development Director

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Mid-East Commission • Workforce Development Department
"Committed Equal Opportunity Employer/Programs"

WIOA Youth Incentive Strategy

An incentive is payment to an eligible WIOA youth participant for the successful participation and achievement of outcomes as defined in the individual's Individual Employment Plan/Service Strategy (IEP/ISS). WIOA **actively** enrolled in-school and out-of-school youth may be eligible for incentive payments once the individual has obtained pre-determined milestones and verification of the attainment has been documented. Incentives may be awarded for successful participation and completion of education, training, work experience, pre-apprenticeship, apprenticeship, and employment activities aligned with the IEP/ISS.

In order to encourage participation and reward participants for satisfactory progress and successful completion of program goals, incentives will be awarded from WIOA funds per the following criteria.

1. Incentives and achievements must be recorded on the participant's IEP/ISS, the Objective Assessment and in case notes prior to the incentive being paid.
2. Incentives are not an entitlement. However, all enrolled youth will be made aware of the incentive system and the incentives that may be earned.
3. A 439 Youth Incentive activity must be recorded in NCWorks Online for each incentive payment with a detailed case note documenting the type, amount and description of the activity.
4. All documentation required to verify attainment must be scanned into NCWorks Online. This includes and is not limited to copies of credentials attained, copy of National Career Readiness Certificate (NCRC), report cards, transcripts, TABE post-test, class attendance, apprenticeship or pre-apprenticeship enrollment or completion documentation, check stubs, etc.
5. An Incentive Tracking Log must be maintained listing all incentives awarded. The Log will be forwarded to the Local Area upon request and/or at the end of each program year.
6. Incentives may be paid in the form of a check/direct deposit, VISA debit card, or other approved electronic methods.
7. Any WIOA program provider that awards incentives via VISA debit cards or other approved electronic methods must have an approved tracking tool before awarding incentives. The tracking tool must include participant signatures for receipt of incentive cards. The tracking tool will be forwarded to the Local Area upon request and/or at the end of each program year.
8. NO incentives are to be paid in cash and/or gift cards.
9. VISA debit cards can only be purchased as needed and not in bulk.
10. Service providers should ensure that proper internal controls are followed by using the attached forms to ensure that the Youth Program Manager is reviewing and signing off on each incentive. In addition, the Youth Program Manager will sign, certifying they have verified the appropriate supporting documentation has been scanned into NCWorks Online before authorizing the incentive payment. When the expenditure is presented to the Local Area for reimbursement, the Local Area will review the documentation in NCWorks Online as part of the invoice review, before authorizing the reimbursement.

The service provider must have a policy and/or documented process in place to safeguard all means of payment.

Incentive amounts are as follows:

1. \$100 for attainment of a secondary and/or post-secondary state approved credential
2. \$100 for attainment of a Platinum, Gold, Silver or Bronze NCRC. **This is a one-time incentive.**
 - a. To assist with the employability of the youth in our region, incentives will be awarded to out-of-school youth that obtain a NCRC or in school youth (high school) that obtain a NCRC after the completion of a secondary credential/education component.

3. \$100 per measurable skill gain in accordance with federal performance measures (excludes secondary and/or post-secondary state approved credential and NCRC referenced above). Limited to one per program year. ***MSG must align with training activity code entered into NCWorks.***
4. \$100 for attainment of unsubsidized employment.
 - a. This incentive refers to participants who are actively enrolled in the NEXTGEN Youth Program. Employment must be maintained for a minimum of three weeks, and verification documentation of three-week employment must be scanned into NCWorks Online (check stub or official employer documentation). ***This is a one-time incentive. If an incentive had been issued for previous employment, another incentive cannot be issued.***
5. \$100 for successful completion of a Pre-Apprenticeship program
6. \$20 incentive for the successful participation and completion of each Work Readiness Training activity, including activities that prepare participants for Apprenticeship or Pre-Apprenticeship placement. Work readiness activities include:
 - a. Essential Skills in WorkKeys: *this is different from the NCRC mentioned above offered through ACT*; participants can receive up to two (2) incentives for completing required modules assigned by their Career Advisor.
 - b. HRD class participation: participants can receive one (1) incentive for completing a college sponsored HRD class.
 - c. Career Fair: participants can receive one (1) incentive for attending a Board or NCWorks Career Center sponsored career fair/hiring event.
 - d. Work Readiness Skills workshops: participants can earn up to two (2) incentives for completing in-person work readiness skills workshops with their Career Advisor.
 - e. NCCareers.org: participants can earn up to two (2) incentives for completing at least two activities with their Career Advisor. Participants must create an NCCareers account and tie to their NCWorks Online account to document and save their progress.
 - f. Financial Literacy: participants can earn one (1) incentive for completing a financial literacy course offered by the service provider as part of the required 14 program elements.
 - g. Participants may also receive one (1) incentive for attending other work readiness classes that prepare them for their upcoming work experience, apprenticeship or pre-apprenticeship (such as interview workshops, resume writing workshops, work ethic, time management, etc.).
 - h. *Hours in GED and/or high school classes and/or remediation classes are not allowable*

If an incentive has been issued for a specific work readiness training activity, another incentive cannot be issued for the same activity. For example, if the participant received an incentive for interviewing under “Essential Skills”, they cannot receive the same incentive for completing interviewing under another work readiness training activity.

In addition, work readiness training can also include the mandatory orientation session prior to the participant starting their paid work experience, apprenticeship, or pre-Apprenticeship. The participants will be paid the same wage for orientation as they will receive on their work experience. Time must be recorded on a separate timesheet and scanned into NCWorks, and case noted as such. The signature page from the Orientation Manual must be attached to the Incentive Payment Form.

Any incentive not listed will need prior approval from the Local Area before being paid. All questions concerning the incentive policy should be forwarded to the Local Area.

Incentive Plan Contract

An incentive is 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 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 or attainment of the following:

- High School Diploma or High School Equivalency Diploma
- A college *curriculum* certificate, diploma, or degree
- A state-approved credential or license
- National Career Readiness Certification (NCRC): Platinum, Gold, Silver or Bronze
- Completion of an approved Pre-Apprenticeship program
- Completion of a Registered Apprenticeship program
- Unsubsidized employment
- Work readiness training activities; *may not receive multiple incentives for the same activity*

A copy of the *curriculum* diploma/degree/certificate, license, apprenticeship or pre-apprenticeship certification, sponsor or employer verification, paystub, attendance records, 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.

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.

Agreement: I understand that by participating with the WIOA NEXTGEN Youth program, I may earn incentives as outlined in the contract above. I acknowledge that incentives are not guaranteed and are subject to program rules and funding availability.

Participant Signature

Date

Career Advisor Signature

Date