

## Incentive Policy For The YouthStop™

**Effective July 1, 2016**

### **General Explanation:**

The YouthStop™/WIOA Participants are eligible to receive incentives from the Upstate Workforce Board by authority of the Workforce Innovation and Opportunity Act (WIOA).

An incentive is defined as a product or service that is used to encourage attendance and/or effort by participants enrolled in The YouthStop™ programming.

Incentives provided to The YouthStop™ participants during the 2016-2017 grant year may include laptop computers and gift cards.

The method for establishing a participant's eligibility to receive an individual incentive is outlined below. Grievance procedures to this policy will follow the *Applicants Rights Handout*.

All awards are subject to funding availability.

### **Incentive Policy for Gift Cards**

- ***Measureable Skill Gain***

In order to be eligible to receive a gift card related to a measureable skill gain, a participant must have attained one of the recognized skill type options and provided appropriate documentation to the case manager. This may include the following:

- attained secondary school diploma or its equivalent
- achieved at least one educational functioning level
- completed minimum of 12 credit hours in semester and meets academic standards
- completed at least 12 credit hours over the course of two completed consecutive semesters as a part-time student and met academic standards
- received a report card/transcript for one semester and met academic standards
- achieved satisfactory or better progress report towards an established OJT training milestone—not previously recorded
- completed one year of Registered Apprenticeship program and achieved satisfactory or better progressive report
- met other training milestone
- completed successfully a required exam for a particular occupation
- made satisfactory progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams
- made other skills progression achievement

Appropriate documentation will be kept in the participant file.

The measureable skill gain incentive card will be \$25.00.

- **Secondary Diploma or Its Equivalent**

In recognition of the importance of a secondary diploma or its equivalent for youth, a participant who attains a secondary diploma or its equivalent during participation will receive, in addition to the \$25 card for measureable skills attainment, an incentive card of \$50.00. Appropriate documentation will be kept in the participant file.

- **WorkKeys**

In order to be eligible to receive a gift card related to WorkKeys assessments, a participant must have completed all WorkKeys testing areas required by WIOA during active participation and must have scored at the silver level or higher. Appropriate score reports will be kept in the participant file.

The WorkKeys incentive card will be \$25.00.

- **Work Readiness**

In order to be eligible to receive a gift card related to Work Readiness, a participant must complete all aspects of work readiness training and provide written documentation of completion from the trainer.

The Work Readiness incentive card will be \$25.00.

<b>Incentive Categories</b>	<b>Amount</b>
Measureable Skills Gain	\$25.00
Secondary Diploma or Its Equivalent	\$50.00
WorkKeys Assessments	\$25.00
Word Readiness	\$25.00