

SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
24-19	July 1, 2024	CMD, FMD, GMD	1 of 4
SUBJECT: WIOA YOUTH INCENTIVE PAYMENTS			

I. PURPOSE

The purpose of this directive is to provide guidance and establish procedures for San Joaquin County Employment and Economic Development Department (EEDD) staff regarding the provision of incentive payments to eligible participants enrolled in the WIOA Title I Youth Program.

II. GENERAL INFORMATION

The Workforce Innovation and Opportunity Act (WIOA) allows for the provision of incentives for participants as recognition for achievements.

Incentive payments can help motivate participants to achieve successful outcomes that will lead to long-term financial self-sufficiency. Incentives are considered awards and are used to encourage participants to complete training, remain in jobs, or complete program activities. Incentives may be given for a participant's achievement in training, education, work readiness skills and/or occupational skills attainment goal as identified in the Individual Service Strategy (ISS). These payments may be awarded in the form of cash, check, gift card, or other type of card.

This policy establishes the local parameters for incentive payments to participants in the WIOA Title I Youth Program. This PPD supersedes PPD D-61 Incentives and Stipends, dated July 1, 2023.

References

- Title 20 Code of Federal Regulations (CFR) [Part 681.640](#)
- Title 2 Code of Federal Regulations (CFR) Section [200.438](#)
- 2 CFR 683.200(b)(2)
- [WSD17-07 WIOA Youth Program Requirements](#)

- [WSD24-05 CalJOBS Activity Codes](#)
- [WSD23-08 Stipends and Incentive Payments](#)

III. POLICY

WIOA youth participants, both in-school and out-of-school, are eligible for incentive payments. These incentives must be awarded for recognition and achievement directly related to training activities and work experience, and they cannot be issued as a substitute for wages. While WIOA allows for cash, check, and other type of cards as forms of incentives, it is the policy of the EEDD to issue only gift cards to the youth. To provide incentives to program participants staff must:

- Ensure the incentive is aligned with EEDD, state and federal policies.
- Ensure the incentive is in accordance with the requirements contained in 2 CFR part 200.438 (e.g., federal funds must not be spent on entertainment). This applies to federal funds through 2 CFR part 200.438 and was adopted to apply to state funds in WSD23-08.
- Provide appropriate justification for how the incentive is aligned with the goals of the youth program.
- Be able to identify the need for the incentive, follow guidelines for incentive amounts in Attachment A, and document reasons in CalJOBS case notes.

Incentive payments are used to encourage and motivate WIOA youth participants to reach specific goals and obtain positive outcomes. Such awards are not an entitlement, nor should they be classified as a supportive service. Incentives must not be awarded for entertainment purposes, such as movie or sporting event tickets. Incentives are for successful completion of service/activities and not solely for participation.

The local Workforce Development Board has the authority to establish what types of activities and outcomes may be incentivized and provide limits for each incentive. EEDD has identified the following achievements/milestones as eligible for incentives:

1. Types of Incentives:

a. Measurable Skill Gain

- i. Youth must be enrolled in an education or training program that leads to a recognized secondary / postsecondary credential or employment to qualify for an incentive for measurable skill gain. These gains are defined as:
 - 1) Documented progress in academics (ex. Report card, transcript showing improvement in grades or credits toward graduating).
 - 2) Technical, occupational, or other relevant areas related to obtaining credentials.

- 3) For youth who are basic skills deficient, increase in at least one Educational Functioning Level (EFL).
- b. Attainment of Post-Secondary Certificate/Credential/Degree, Secondary School Diploma, or Training Certificate/Credential
 - i. To qualify for an incentive, youth must be enrolled in post-secondary education/occupational skills training and inform their Case Manager of their enrollment in training or post-secondary education prior to completing the program to receive their certificate, credential, degree, or vocational license. Staff must ensure the appropriate CalJOBS codes are entered for the training activity.
- c. Verified Employment or Postsecondary Education 2nd and 4th QTR after Exit
 - i. Youth must be employed or in post-secondary education or training during the 2nd or 4th quarter follow-up period. This incentive may be earned for both the 2nd and/or 4th quarter follow-up period. Case Managers must complete the follow-up form on CalJOBS completely and upload supporting documentation for youth to be eligible for incentive.

Incentives should always be tied to specific services and goals identified in the ISS and outlined in writing before the commencement of the program providing the payment. A list of incentive descriptions, frequency they can be used, and the amount paid for each incentive can be found in Attachment A.

IV. PROCEDURE

Documentation of Incentive Payments

All incentive payments will be awarded as gift cards and documented in CalJOBS through case notes. When a participant receives an incentive, it must be recorded on the date the gift card is provided. These steps must be followed and documented in CalJOBS:

1. **Individual Service Strategy (ISS):** The ISS must clearly outline how the incentive payments are tied to the achievement of specific work experience, education, or training goals. This ISS must be **dated before** the participant begins any activities that could lead to incentive payments.
2. **Case Note:** Include a detailed case note justifying the incentive, describing how it supports the participant's success, and specifying the dollar amount provided.

3. **Incentive Gift Card Issuance Form:** Complete the Incentive Gift Card Issuance Form (Attachment B) and submit it to the supervisor for approval.
4. **Incentive Gift Card:** The participant must sign and date the back copy of the gift card to confirm receipt (Attachment C). Attach a signed copy of the gift card with the Incentive Gift Card Issuance form (Attachment B).
5. **CalJOBS Documentation:** Record the incentive payment in CalJOBS using Activity Code 419 (Youth - Incentive Payments), ensuring the payment is tied to a specific activity.
6. Upload Attachments B & C to CalJOBS and then give forms to the Office Assistant (OA).
7. **Monthly Tracking Log** (Attachment D): The OA will update the Youth Gift Card Excel Tracking Log each month that a gift card is distributed.
8. **Document Filing:** The OA will provide two copies of the following items to Fiscal:
 - Signed copy of the gift card
 - Signed Incentive Gift Card Issuance Form
 - At the end of each month the Monthly Tracking Log.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee will be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:jp

Attachment A: Allowable Incentive Table
Attachment B: Youth Incentive Awards Issuance Form
Attachment C: Gift Card Example
Attachment D: Monthly Tracking Log

ALLOWABLE INCENTIVE

Description	Frequency	Incentive Amount
Measurable Skill Gain or Increase in Post Test for Basic Skill Level	One Per PY	\$25
Attainment of Credential	One Time	\$25
Verified Employment or postsecondary education 2 nd QTR after Exit	One Time	\$50
Verified Employment or postsecondary education 4 th QTR after Exit	One Time	\$50

Youth Incentive Awards Issuance Form

Client's Name: _____ Date: _____

Date of Birth: _____ ISY / OSY: _____ State ID: _____

Completed by Case Manager

Mark One:

Measurable Skill Gain or Increase in Post Test for Basic Skill Level

Attainment of Credential

Verified Employment or Postsecondary Education 2nd QTR After Exit

Verified Employment or Postsecondary Education 4th QTR After Exit

Gift Card Vendor Name: _____

Gift Card Serial Number: _____

Gift Card Amount: _____

Manager / Supervisor Signature: _____

To Be Completed by the Participant:

Acknowledgment of the receipt of the gift card:

Print Name: _____

Signature: _____

Date Received: _____

Case Manager Signature: _____

- Make 2 Copies of this form (Attachment B) and the Gift Card (signed and dated by the participant) for Fiscal.
- Upload a copy of this form (Attachment B) and the Gift Card (signed and dated by the participant) to CalJOBS.

GIFT CARD EXAMPLE



X *[Signature]*
Uvaldo martinez 3-7-24

Walmart Gift Card
\$ 50.00

Youth Gift Card Tracking Log

November 2024

[illegible]