

**GLOW Workforce Development Board (WDB) Policy**  
Under the Workforce Innovation and Opportunity Act (WIOA)

**Name of Policy:** **GLOW Youth Incentive Payments Policy**

**Approval Date:** ~~5/21/19~~ ~~5/21/2024~~ **3/17/26**

**Effective Date:** ~~7/01/2019~~ ~~5/21/2024~~ **3/18/26**

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**Incentives**

20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.”

While incentive payments are allowable under WIOA, the incentives must comply with the cost principles in 2 CFR part 200. Federal funds must not be spent on entertainment costs. Incentives such as movie tickets or sporting events or gift cards to entertainment locations are not allowed. Incentives paid with WIOA funds must be connected to recognition of achieving of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by the acquisition of a credential or other successful outcomes. Local areas may leverage private funds for incentives that WIOA cannot fund. Incentives may be provided to both in-school youth (ISY) and out-of-school youth (OSY) as long as they comply with the requirements of 20 CFR § 681.640.

**GLOW WIOA Youth Incentive Policy**

The goal is to increase the completion of service activities and communication with youth in WIOA Youth programs with the overall objective to achieve outcomes/goals. Incentive payments are provided if funds are available and connected to recognition of achievement of milestones in the program tied to work experience, education, or training.

Overall total for ISY will not exceed \$1000 per enrollment.  
Overall total for OSY will not exceed \$1000 per enrollment.

**Procedure**

The incentive(s) should be documented in the youth’s Individual Service Strategy (ISS), with a detailed comment in OSOS stating the parameters for the incentive. Staff will retain a copy of the reason for the incentive (credential, diploma) in the participant file. Staff will also have the participant sign that they have received the incentive payment (Attachment A).

When an incentive has been earned, staff will then submit a WIOA funds approval form to the GLOW WDB Executive Director; once approved, the GLOW Grant Recipient will process and send a check

back to the service provider responsible for that youth. The service provider will then contact the youth to come in and pick up the incentive check. It is at this time that the staff person will have the customer sign off that they have received the incentive payment. Staff will retain Attachment A in the participant file.

### **In-School Youth Incentive Payments**

#### Incentives for ISY with an open WIOA Youth enrollment:

- All individual grades at or above 80% and school attendance of at least 90% per marking period. For report cards that have alpha grades, all must be a B or above. If the report card does not record the attendance for the marking period, the participant must provide the attendance information report from the school – \$25
- Workshop attendance for attending a workshop facilitated by GLOW WIOA service provider or a New York State Department of Labor (NYSDOL) workshop that is tied to academic or employment goals. \$25 each with a maximum of three (3) per WIOA Youth enrollment for a total of \$75.
- Earned high school diploma or equivalent – \$25
- Earned occupational certificate – \$25
- Entered unsubsidized employment, post-secondary education, or military (can only be earned once per WIOA Youth enrollment) – \$25
- Northstar Digital Literacy Badges Workshop – \$25

#### Incentives for ISY in Follow-up

- Provided paystubs in follow-up 1<sup>st</sup> quarter 2nd quarter, 3<sup>rd</sup> quarter, and 4<sup>th</sup> quarter. Incentive of \$25 can be earned each quarter for a maximum of \$100 per 12-month follow-up period.
- Entered unsubsidized employment, post-secondary education, or military (can only be earned once per 12-month follow-up period) – \$25
- Workshop attendance for attending a workshop facilitated by GLOW WIOA service provider or NYSDOL; the workshop must be tied to academic or employment goals. \$25 each with a maximum of three (3) per 12-month follow-up period for a total of \$75.
- Northstar Digital Literacy Badges Workshop – \$25

### **Out-of-School Youth Incentive Payments**

#### Incentives for OSY with an open WIOA Youth enrollment:

- Workshop attendance for attending a workshop facilitated by GLOW WIOA service provider or NYSDOL; the workshop must be tied to academic or employment goals. \$25 each with a maximum of three (3) per WIOA enrollment for a total of \$75.
- Earned high school diploma or equivalent – \$25
- Earned occupational certificate – \$25
- Entered unsubsidized employment, post-secondary education, or military (can only be earned once per WIOA Youth enrollment) – \$25
- Northstar Digital Literacy Badges Workshop – \$25

### Incentives for OSY in Follow-up

- Earned occupational certificate – \$25
- Provided paystubs in follow up 1<sup>st</sup> quarter 2nd quarter, 3<sup>rd</sup> quarter, and 4<sup>th</sup> quarter. Incentive of \$25 can be earned each quarter for a maximum of \$100 per 12-month follow-up period.
- Entered post-secondary education or military (can only be earned once per 12-month follow-up period) – \$25
- Workshop attendance for attending a workshop facilitated by GLOW WIOA service provider or NYSDOL; the workshop must be tied to academic or employment goals. \$25 each with a maximum of three (3) per 12-month follow-up period for a total of \$75.
- Northstar Digital Literacy Badges Workshop – \$25

**Attachment A**  
**GLOW WDB Youth Incentive Policy**

I \_\_\_\_\_, acknowledge that I have received an incentive payment  
*(Youth name)*

in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_.  
*(Amount) (Type of incentive earned)*

on \_\_\_\_\_.  
*(Date)*

\_\_\_\_\_  
*Youth signature*

\_\_\_\_\_  
*Staff signature*

\_\_\_\_\_  
*Date*

***Retain in participant file***

**GLOW TRAINING FOR YOUTH FUNDS APPROVAL FORM**

Must be submitted prior to Training to GLOW WDB Director [tracy.vanvleck@geneseeny.gov](mailto:tracy.vanvleck@geneseeny.gov)

**INDIVIDUAL TRAINING ACCOUNT (ITA)**

Service provider name: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer's last name, first initial: \_\_\_\_\_, \_\_\_\_\_ OSOS ID#: \_\_\_\_\_  
Type of ITA: \_\_\_\_\_ Training start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Name of training provider: \_\_\_\_\_  
Are they listed on the NYS Eligible Training Provider List (ETPL)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Amount of funding: \_\_\_\_\_ Subsequent years? \_\_\_\_\_  
Summary of situation: \_\_\_\_\_

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**ON-THE-JOB TRAINING (OJT) OR CUSTOMIZED TRAINING (CT)** Please note: Youth funding cannot be used for CT.

Service provider name: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer's last name, first initial: \_\_\_\_\_, \_\_\_\_\_ OSOS ID#: \_\_\_\_\_  
OJT/CT employer worksite: \_\_\_\_\_ Training start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Estimated amount of funding for OJT/CT: \_\_\_\_\_  
Summary of situation: \_\_\_\_\_

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**WORK EXPERIENCE (WE)**

Service provider name: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer's last name, first initial: \_\_\_\_\_, \_\_\_\_\_ OSOS ID#: \_\_\_\_\_  
WE site/location: \_\_\_\_\_ WE start date: \_\_\_\_\_ WE end date: \_\_\_\_\_  
Estimated # of hours: \_\_\_\_\_ Estimated amount of funding: \_\_\_\_\_  
Summary of situation: \_\_\_\_\_

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**SUPPORTIVE SERVICES**

Service provider name: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer's last name, first initial: \_\_\_\_\_, \_\_\_\_\_ OSOS ID#: \_\_\_\_\_  
Type of supportive services: \_\_\_\_\_ Estimated amount and type of funding for supportive services: \_\_\_\_\_  
Is staff aware of any other free resources available to help the customer with these needs? \_\_\_\_\_ Yes or \_\_\_\_\_ No  
Summary of situation: \_\_\_\_\_

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**INCENTIVE PAYMENTS (with backup documation)**

Service provider name: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer's last name, first initial: \_\_\_\_\_, \_\_\_\_\_ OSOS ID#: \_\_\_\_\_  
Type of incentive earned: \_\_\_\_\_  
Amount of incentive payment: \_\_\_\_\_  
Summary of situation: \_\_\_\_\_

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**SIGNATURE**

Service provider signature \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by WDB Executive Director**

Name: Tracy VanVleck \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

C: Kristine Langless, GR