



September 10, 2010

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2002-05 Change 2

SUBJECT: Local Area's Workforce Investment Act Youth Incentive Policy

PURPOSE: To transmit a change to the Local Area's Policy concerning awarding **non-cash incentives** to WIA Youth participants for recognition and achievement in WIA related activities to (1) allow participants to select how their non-cash incentives would be redeemed, and/or (2) allow for a \$50.00 non-cash incentive to be awarded to those participants that complete a recognized credential. To allow for non-cash incentives to be awarded to those participants that complete a Career Readiness Certificate.

BACKGROUND: 129(a)(5) of the Workforce Investment Act (WIA) stipulates that all youth engaged in a WIA youth funded program may be awarded non-cash incentives for recognition and achievement in WIA related activities. Current policy stipulates how non-cash incentives may be redeemed and does not allow for an incentive to be awarded for completion of a recognized credential or a Career Readiness certificate.

A recognized credential must be received from a recognized educational institution that provides the certification. Examples of a recognized credential would include: Certified Nurse's Assistant, Phlebotomy Certification, Welding Certification, etc.

The Eastern Carolina Workforce Development Board, Inc. authorized participants to select how their non-cash incentives would be redeemed and to allow for a \$50.00 non-cash incentive be awarded to those participants that complete a recognized credential and be awarded a non-cash incentive for completion of a Career Readiness Certificate.

ACTION: Service Providers are to replace the ECWDB's Youth Incentives Policy transmitted with Eastern Carolina Local Area Issuance 2002-05 with the Attached ECWDB's Youth Incentives Policy revised July 8, 2010.

EFFECTIVE DATE: July 8, 2010

EXPIRATION DATE: Indefinite

CONTACT: Joe McCarthy, WIA Youth Services Coordinator

DISTRIBUTION: WIA Youth Service Providers

A handwritten signature in black ink that reads "Tammy Childers".

Tammy L. Childers
Executive Director

Attachment: A ECWDB's Youth Incentives Policy Revised July 8, 2010

ECWDB's Youth Incentives Policy

Definition of non-cash Incentives

For purposes of this policy, incentives are considered stipend awards to WIA youth participants for achievement and participation in WIA related activities. Incentive awards must be non-cash and not redeemable for cash. The following is a list of the types of items that could be awarded as incentives:

- gift certificates (restaurants, video stores, retail stores, school book stores, movie passes)
- plaques
- certificates
- banquets for participants
- cap and gowns
- class pictures
- class rings
- school supplies/calculators

Although the above list is not inclusive, youth programs must submit, as a part of their statement of work, the types of incentives they propose to provide.

Attainment of secondary school diploma or equivalent

To be eligible, participants at the time of registration may not have attained their high school diploma or its equivalent. For the purposes of this policy, participants who receive a High School Diploma, Certificate of Achievement, Graduation Certificate, or GED will be considered as having attained their secondary school diploma or certificate.

\$150.00 non-cash incentive may be provided as an incentive for completion of the secondary school diploma or equivalent.

Documentation required for reimbursement:

1. Copy of diploma or equivalent or school transcript
2. Receipt for purchases

Attainment of a Recognized Credential

Definition: A recognized credential must be received from a recognized educational institution that provides the certification. Examples of a recognized credential would include: Certified Nurse's Assistant, Phlebotomy Certification, Welding Certification, etc.

\$50.00 non-cash incentive may be provided as incentive for the completion of a recognized credential.

Documentation required for reimbursement:

1. Receipt for purchases

Attainment of Honor Roll or Dean's List

If participant earns placement on the Honor Roll or Dean's List

- Letter from Workforce Development Board
- Gift Certificate up to \$20.00 purchased by the contractor

Documentation required for reimbursement:

1. Copy of agency's Honor Roll or Dean's List with participant's name
2. Receipt for purchase of gift certificates.

Attainment of a Career Readiness Certificate

If a participant earns a Career readiness Certificate a non-cash incentive may be provided as follows:

Attainment of a Bronze Certificate:	\$25.00 gift certificate
Attainment of a Silver Certificate:	\$50.00 gift certificate
Attainment of a Gold Certificate	\$75.00 gift certificate

Documentation required for reimbursement:

1. Copy of NC Career Readiness Certificate
2. Receipt for purchase of gift certificate

Youth Council members

Those eligible youth that volunteer to serve as members of the Youth Council

- Reimbursement for gas mileage at GSA rate for attending council meeting
- \$10.00 gift certificate for each meeting attended purchased by ECWDB
- Certificate of completion from ECWDB for completing service on Youth Council

Contractor Responsibility

Contractors should submit as part of their statement of work how they will administer the Incentives policy within their program.

Submit a budget or budget revision to ensure that funds are available in Line Item #1100 Miscellaneous and attach an itemized list

Request for Reimbursement

All requests for reimbursement of funds will be done through the Monthly Financial Status Report and Invoice process. Supporting documentation along with the monthly invoice is required.

Incentives will be based upon the availability of funds.