



*Guaynabo-Toa Baja Workforce Development Local Board
Workforce Innovation and Opportunity Act (WIOA)*

**PUBLIC POLICY FOR INCENTIVES FOR YOUNG PERSONS UNDER TITLE IB -WIOA
POLICY NUMBER: WIOA 20-08**

PURPOSE

The Workforce Innovation and Opportunity Act (hereinafter WIOA) allows awarding incentives to eligible youth in order to recognize the achievements that are a direct result of training and work experience activities under Title IB of WIOA. The Guaynabo-Toa Baja Workforce Development Local Board (hereinafter the Local Board) has developed this policy in order to guarantee the appropriate and necessary incentives to encourage our eligible youth participants to achieve the goals established in their Service Strategy. This policy applies to all the in-school youth (ISY) and out-of-school youth (OSY) under Title IB of WIOA.

To these effects, the Local Board issues the following public policy to establish the criteria applicable to the awarding of incentives for the eligible population under the Youth Program.

LEGAL BASE

- Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 129.
- TEGL 21-16: Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance (March 1, 2017).
- Final WIOA Regulation, 20 CFR 681.640.
- Uniform Administration Guide, 2 CFR Chapter I, Chapter II, Part 200 et al – Section 200

PUBLIC POLICY

WIOA requires the Local Board to develop a policy regarding the awarding of incentives available for youth participants.

The term "incentive" refers to a payment to the participants registered in the WIOA youth program, after successfully participating and achieving the expected results in the program. Its objective is to encourage and motivate the WIOA youth to achieve the goals described in their Individual Service Strategy (ISS).

It is important to take into account that incentives are not a right. Incentives will be subject to the availability and budget of the Youth Program funds and will be applied at the discretion of the Local Board.

As established by the Uniform Guide in 2 CFR Part 200, while paying incentives is allowed under WIOA, those incentives must meet the Cost Principles according to 2 CFR Part 200. For example, federal funds must not be used to pay for entertainment. Therefore, the incentives must not include entertainment, such as movie tickets or tickets for sporting events, gift cards for movie theaters or other places whose only purpose is entertainment. There are also requirements related to the internal controls to protect the cash. This also applies to gift cards, which are basically cash.

The U.S. Department of Labor recognizes that incentives may be used as motivators for several activities, including, but not limited to: recruiting participants, presenting eligibility documentation, and participating in the program.

However, the incentives paid with WIOA funds must be related with the acknowledgment of the achievement of the program goals.

The GTB-WDLB establishes that, according to the availability of funds for the Youth Program, the following incentives will be awarded to the youth participants:

- 1) Incentive for getting a High School Equivalent (Graduate Educational Development -GED): up to two hundred dollars (\$200).
Documentation required: Participants will be eligible for this incentive after presenting the Diploma and /or Official Certification from the accredited institution.
- 2) Incentive for getting credentials recognized by the industry: up to two hundred dollars (\$200).
Documentation required: Youth participants will be eligible for this incentive after presenting the recognized credential.
- 3) Completing successfully the work experience and/or on-the-job training: up to one hundred dollars (\$100).
Documentation required: Youth participants will be eligible for this incentive after successfully completing all training or work experience activity hours.
- 4) Incentive for post-secondary education: Two hundred dollars (\$200).
Documentation required: Youth participants who decide to continue post-secondary studies in a high-demand occupation are eligible for this incentive after providing a copy of their acceptance letter and their enrollment in courses for the semester.
- 5) Incentive for job retention after six (6) months after exiting the program: Two hundred dollars (\$200).
Documentation required: Youth participants will be eligible for this incentive after presenting a certification from the employer or payment stub.

ELEGIBILITY

Participants must meet the eligibility requirements for the program before receiving the incentive payments. The eligibility requirements for incentives will be the following:

- Participants must be eligible under the WIOA Youth Program.
- Participants must be active and be committed with the program, including regularly contacting their Case Manager.
- Participants must have achieved the results for the goals established in their Individual Service Strategy (ISS).

VALIDITY

This Public Policy will be effective immediately after its approval by the Local Board.

In Guaynabo, Puerto Rico, on April 22, 2020.



Mr. Oriel Ramirez Rodríguez
President
Workforce Development Local Board