

LOCAL INSTRUCTION NUMBER 23-01

To: Local Workforce Development Area

Subject: Youth WIOA Local Incentive Policy

Issuance Date: 09/08/2016

Updated: 04/06/2023

Effective date: 07/01/2023

Purpose: To provide guidance on the issuance of incentives to WIOA Out of School Youth.

References:

- Training and Employment Guidance Letters (TEGLs) 21-16

Background: WIOA Youth participants are eligible to receive incentives for the completion of the following goals and will be rewarded once the appropriate documentation has been submitted to the Career Advisor. The documentation must be uploaded to the participant's file.


Policy: Incentive Goals are as follows:

- \$50-Measurable Skills Gain-**Payable once per program year**
- \$200- (\$25 per test -\$100 & \$100 for Attainment of GED/High School Diploma)-**payable once**
- \$50- Attain a WIN level of 3 or above-**payable once**
- \$100- Attainment of Occupational Skills Certification or Credential-**payable once**

Incentive Maximum Amount: Should **not exceed \$400** per participant.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to abaker@catawbacog.org



Amanda Baker, WIOA Administrator