

**OhioMeansJobs - Lorain County**  
**Workforce Area 4**  
**Comprehensive Case Management & Employment Program**  
**Youth Incentive Policy**

**Background:**

The Workforce Innovation and Opportunity Act (WIOA) of 2014, 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.’”

Temporary Assistance for Needy Family (TANF) funds may be used to provide incentives to participants in accordance with 45 CFR § 260.31 (assistance), rule 5101:14-1-02(D)(6), (eligibility), and rule 5101:14-1-04 (assessment).

**Summary:**

Incentives are allowable to youth enrolled in the WIOA Title I Youth program. Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes.

Incentives are also allowable under TANF rules assuming the customer is eligible, the incentive is not considered assistance, the customers Comprehensive Assessment supports a potential need for the incentive, and the receipt of this incentive can be reasonably expected to achieve one or more TANF purposes:

1. Provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies, or
4. Encourage the formation and maintenance of two-parent families

Incentives are not an entitlement, and will be subject to the availability of WIOA youth and TANF funds.

**Policy Statement:**

An incentive is a payment to a CCMEP youth participant for the successful participation and achievement of expected outcomes as defined in the Individual Opportunity Plan (IOP). The incentive must be linked to an achievement of a milestone in the program, and must be tied to training, education, or work experience as defined in the IOP. Such achievements must be documented in the participants file as the basis for an incentive payment.

Incentives are considered awards to CCMEP youth for their achievement and participation in CCMEP activities. This list of cash incentives may be awarded to CCMEP youth participants for full completion and achievement in a CCMEP activity. Incentive payments may be awarded as cash incentives only.

Incentive payments may be awarded for the following goal accomplishments or activities:

### **Academic Achievements**

#### **A. High School Participants**

1. Quarterly incentive for Academic Progress for documenting the following:
  - \$50 - For achieving a GPA of 2.00 - 2.99 (no failing grades)
  - \$100 - For achieving a GPA of 3.00 or higher (no failing grades)
2. \$500 - High School Diploma, copy of actual diploma, provide by participant

#### **B. GED/ESOL Participants**

1. \$150 - Enroll in Aspire Classes (ESL/GED) and attend at least two full weeks
2. \$100 - Perfect attendance in Aspire (ESL/GED) - monthly
3. GED Achievement  
(\$125 per section passed, \$500 maximum)

#### **C. Post-Secondary Training Participants**

1. \$200 – Enroll in College/Vocational School (one time, must remain past withdraw date)
2. Academic term-based incentive for academic progress for documenting the following:
  - \$150 - For maintaining a GPA of 2.00 - 2.99 (no failing grades, no withdrawn courses)
  - \$200 - For maintaining a GPA of 3.00 or higher (no failing grades, no withdrawn courses)
3. \$200 - Graduate from College/Trade/Vocational School
4. \$500 - Obtain Certification or License

#### **D. Employment/Work Experience**

1. \$300 - Obtain unsubsidized-employment, maintain for 3 months
2. \$400 – Obtain unsubsidized-employment, maintain for 6 months
3. \$500 - Obtain unsubsidized-employment, maintain for 9 months
4. \$200 – Obtain unsubsidized-employment, same employer for 9 months
5. \$100 – Complete Job Shadowing Experience (up to four)
6. \$100 – Complete unpaid work experience (40-hour minimum)
7. \$400 – Successfully complete unpaid work experience (40-hour minimum)

## **E. Other Participation Incentives**

1. \$50 – Complete Financial Literacy classes
2. \$50 - Create OhioMeansJobs.com Account & complete activities (new enrollees only)
3. \$200 – Overcome major barrier related to employment, education, or training that is not otherwise listed (one-time, must be represented in IOP)
4. \$200 – Increase WorkKeys scores to earn National Career Readiness Certificate or improve certificate level (i.e. Bronze to Silver, Silver to Gold, Gold to Platinum)
5. \$50 – Attend ASSET class with at least 90% attendance - monthly

## **Documentation & Process**

Incentives may be awarded providing that the provision of an incentive is in the participant's (IOP). At a minimum, the following documentation must be maintained in the youth's file:

- The Individual Opportunity Plan (IOP) must specify the goal that must be met in order to qualify for the incentive.
- Justification for payment of incentive.
- Time sheet or attendance sheet for payment of incentive.

A Youth Incentive Request form will be completed for each incentive that a participant achieves and will be submitted along with supporting documentation to the Youth Program Manager for consideration. The approval process will include a review of case notes entered into the state case management system to verify if the participant is meeting attendance and performance expectations in all elements of the program they are assigned to. This includes the requirement of the participant to communicate with the staff they are assigned to.

All incentives that have been approved will be entered into the state case management system.

**Approved by WDB – February 27, 2014**

**Amended by WDB - February 26, 2015**

**Amended by WDB - February 22, 2018**

**Amended by WDB – November 18, 2021**

**Amended by WDB – November 21, 2024**