

Policy Name: Youth Incentive Policy

Policy #: BGWIOA-R17-S14

Effective Date: March 14, 2017

Applies to: Youth

1. **Purpose:** This purpose of this policy is to provide guidance to Youth Coordinators and Subcontractors on the background, reason, and implementation of incentives for the Youth Program.
2. **Background:** This policy was established based on previous program methods.
3. **Definitions:**
 - **In-School Youth** – Youth ages 16 to 21 and meet one or more of the following conditions:
 - Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment
 - **Out-of-School Youth** – Youth ages 18 to 24 and meet one or more of the following conditions:
 - School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.
 - **Fourteen Youth Program Elements** – (1) Tutoring/Drop-out Prevention; (2) Drop-out Recovery/Secondary School Services; (3) Paid and Unpaid Work Experience; (4) Post-Secondary Education; (5) On-the-Job Training, Occupation Specific Training; (6) Leadership Development; (7) Supportive Services; (8) Adult Mentoring; (9) Follow-up Services; (10) Drug and Alcohol Abuse Counseling; (11) Financial Literacy Education; (12) Entrepreneurial Skills Training; (13) Labor Market and Employer Information; (14) Preparation for Post-Secondary Education.
 - **Work Experience** – If the youth is a dropout, they use the career exploration process to illustrate how important a diploma/HSE is, along with additional training-either worksite or classroom-based-in order to get a job that has career potential and the opportunity to advance and make more than minimum wage. A promise of incentive payments and a paid work experience assignment are often used to get the youth to participate in career exploration activities and complete their high school education. Work experience assignments are then developed, primarily in the private sector, in a career field in which the youth is interested. A relationship with local employers has been developed through a strong business services program, and is critical to placing these youth in employment upon program completion.-
 - **Youth Incentive** – A payment used to produce greater output or investment in the outcome of goals for youth enrolled in the program. Youth Incentives are identified through the Bluegrass LWDA Request for Proposal (RFP) process. Incentives are approved based on the award of a contract with the youth provider.
4. **Requirements:**
 1. Request for Proposals (RFP)'s will establish youth incentives range and limits.
 2. The establishment of youth incentives must be outlined in process and amount in the awarded contract with the youth provider.
5. **Policy:**
 1. If outlined in youth providers RFP, provider can provide incentives for enrollments.

2. A literacy and numeracy goal must be set if a youth tests below a grade level of 8.9. Contractors can provide incentives for each literacy and numeracy goal that is set and attained. Definition of attainment is increasing one or more educational functioning levels on allowable test.
3. Contractor can provide incentives for each high school diploma or GED obtained by a youth. Incentive will be provided to participant once diploma or GED is submitted to youth contractor
6. **Inquiries**: Questions should be addressed to the Youth Program Manager and/or the Director of Workforce Services.