

WIOA YOUTH PROGRAM INCENTIVE DOCUMENTATION REQUIREMENTS

Incentive: An award made to youth participants for program participation and achievement. This would include the completion or attainment of a program goal, objective, milestone or benchmark during their program participation.

Examples of incentives include:

- Attainment of a high school diploma, GED, certificate, license or degree
- Complete basic, work readiness and occupational skill attainment goals
- Attainment of literacy/numeracy level gain
- Attainment of Career Readiness Certificate
- Obtain unsubsidized employment
- Entering post-secondary education

Physical File Documentation:

- Approved current program year incentive plan that is signed
- Signed statement that the participant received the service each time an incentive is earned
- Documentation verifying how the incentive was earned

VaWC Documentation:

- Activity Code entered:
 - 484 – Incentives
- Case Note detailing the incentive given