



## **LOCAL BOARD OF SOUTHEAST LABOR DEVELOPMENT**

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### **GUIDELINES FOR THE APPLICATION OF INCENTIVES POLICY TO THE YOUTH PROGRAM**

#### **I. OBJECTIVES**

- To establish the documentation for the eligibility of the benefit and guarantee the compliance of the applicable processes
- To describe the application process to establish uniform norms, in relation to the award of performance incentives to the eligible participants. This to the ends that the system officials recommend, award and pay the incentives in a uniform way.
- These incentives implementation is awarded with the intention of motivating the youth to reach specific goals and obtain positive results, as established in the Individualized Service Strategy (ISS), and also with the intention to comply with the performance standards.

#### **II. REFERENCES**

The Workforce Innovation and Opportunity Act (WIOA, P. L., 113-128) allows for providing payments for incentives to the participants of the Youth Program to recognize the achievements directly linked to the education, training and work experience activities.

- Interpretive Regulation of the WIOA 20 CFR Section 681.640
- Administrative Requirements, Cost Principles and Audit Requirements for Federal Allocations, 2 CFR 200
- Training and Employment Guidance Letter (TEGL) No. 21-16 Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, issued on March 2, 2017

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- Training and Employment Notice (TEN) No. 22-19, issued on April 3, 2020

### **III. DEFINITIONS**

The following terms will have the meaning described for the purpose of this public policy:

1. Performance Incentive – It refers to incentive payments that are offered to the Youth Program participants in order to recognize the achievements directly linked to the education, training and work experience activities.
2. Young Participant - A person eligible to the Youth Program of Title I-B of WIOA under the in-school or out-of-school youth categories during their participation in the Program and/or during the follow-up phase after they leave the Program.
3. Career Planner – To the effect of this policy, a career planner is the official that evaluates the participants’ needs and documents the services they need to participate in the activities. This person requests information on the needs and services needed in order to recommend and approve them.
4. The Workforce Innovation and Opportunity Act (WIOA)

### **IV. RESPONSIBILITIES**

This procedure will be applied by the Title I-B personnel. The areas and job posts designated are: Career Planner, Service Assistance, Social Worker, Occupational Counsellor, and other areas and job posts to be delegated.

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## **V. GENERAL DESCRIPTION**

- The incentives are conditioned to the acquisition of the goals and objectives of the Youth Program. This will be established in writing in the Individualized Service Strategy before the participant is appointed to the activity or to the elements in which they will participate.
- The incentive payment can be awarded during the participation period and/or during the follow-up period.
- The incentives can be awarded in those cases in which the participant reaches the objective or goal during the participation; however, the participant obtains the credential in the follow up period.
- The incentives are not considered Support Services.
- The incentives will be awarded to those participants that cannot obtain them by means of other programs that offer them.
- The Programmatic Services Director will be able to authorize the suspension of these services due to lack of funds. The latter will occur previous to consultation with the Local Board.

## **VI. DOCUMENTATION**

1. In the Individualized Service Strategy goals or achievements that will be rewarded will be established; its need must be justified. The participant will certify that received an orientation regarding these goals.
2. The Career Planner will orient the participant about the incentives policy, its implementation, and the necessary documentation in order to be able to access it.
3. After the participant complies with the established goals, a service request will be prepared. In the request a certification will be provided evidencing that the participant

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complied with the goal and that the request meets the required dates for the performance compliance, as per the applicable regulation. If the documents that have been handed in are not received in the designated period, quarter or dates required for the performance, a reimbursement will not be authorized.

4. The participant’s payment will be processed by means of direct deposit after compliance with the goals, as planned.
  
5. Title I-B personnel will hand in to the Finance Department the documents for the reimbursement with the Youth Program Incentives Request form and the required documentation.

The performance incentives will comply with the reasonableness and permissibility criteria; therefore, the outcomes for which the incentives were awarded must be measurable and documented. A copy of the documentation, accordingly, will be included in the participant’s file. To this end, see the below table:

<b>IN-SCHOOL YOUTH</b>		
<b>GOALS</b>	<b>AMOUNT OF INCENTIVE</b>	<b>DOCUMENTATION</b>
Goals to develop basic skills	\$25.00 – First	Provider’s Certificate
	\$50.00 – Second	
Job preparation goals	\$25.00 – First	Provider’s Certificate
	\$50.00 – Second	
Obtaining a high school diploma	\$100.00	Copy of diploma, School Certificate or Transcript
Retention of studies	\$150.00	Copy of grades and registration for next class period (in tune with the 4 <sup>th</sup> quarter after leaving)

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Admission to post-secondary studies	\$200.00	Copy of registration or School Certificate, one of these
<b>OUT-OF-SCHOOL YOUTH</b>		
<b>GOALS</b>	<b>AMOUNT OF INCENTIVE</b>	<b>DOCUMENTATION</b>
High school diploma or equivalency	\$150.00	Copy of diploma, School Certificate or Official Transcript
Admission to post-secondary studies by the 2 <sup>nd</sup> quarter after leaving	\$200.00	Copy of registration or School Certificate
Studies retention	\$150.00	Copy of grades and registration for next class period
Obtaining a credential that may include but is not limited to obtaining a grade, license or certificate	\$200.00	Copy of certification (it applies when they are in tune with the 4 <sup>th</sup> quarter after leaving)
Obtention of license	\$250.00	Copy of license
Obtain and retain a job for at least 30 days. For a nonsubsidized job, at least 20 hours weekly	\$100.00	Employer Certification, Official pay stub issued later than 30 days
Job retention	\$50.00 three (3) months \$100.00 six (6) months \$150.00 nine (9) months \$200.00 twelve (12) months	Employer Certification, Participant's declaration signed and with pay stub. The dates of the documents must agree with the quarters of leaving. Official pay stub issued later than 30 days

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## **VII. APPROVAL AND VALIDITY**

These GUIDELINES were approved by the ALDLSureste Local Board in an extraordinary meeting held on September 10, 2020. It will take effect after it has been certified that the personnel that intervene in the performance incentive award is trained and when the account code that identifies the activity is available and approved for use. The Local Board's Executive Director will be responsible of informing the personnel within the five (5) days following its approval.

For the record, I hereby sign the present in Humacao, Puerto Rico, on the 10<sup>th</sup> day of the month of September 2020.

[Signed]

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Jesús Delgado Morales  
Local Board's President  
Southeast Labor Development

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