

**ST. LAWRENCE COUNTY
WORKFORCE DEVELOPMENT BOARD**

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**WORKFORCE INNOVATION AND
OPPORTUNITY ACT**

**WIOA YOUTH INCENTIVE POLICY &
PROCEDURE**

Adopted by the St. Lawrence County Workforce Development Board: September 9, 2015

September 9, 2015

ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD
Resolution No. 15-I09-15

AUTHORIZING THE ACCEPTANCE AND ADOPTION OF BYLAWS, POLICIES AND PROCEDURES, CONTRACTS AND LEASES/SUBLEASES, ADOPTED BUDGETS AND OTHER FINANCIAL RESPONSIBILITIES, TOGETHER WITH ALL OTHER CONTINUING RESPONSIBILITIES AND POWERS, FROM THE ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD

WHEREAS, coming into compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that Workforce Investment Boards become Workforce Development Boards; and

WHEREAS, WIOA has mandated several other changes in the organization of Workforce Investment Boards; and

WHEREAS, the St. Lawrence County Workforce Investment Board took actions at its June 10, 2015 meeting to initiate all these changes and to transfer its WIOA-compliant operations to the St. Lawrence County Workforce Development Board (WDB) ; and

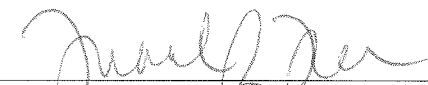
WHEREAS, at its August 3, 2015 meeting the St. Lawrence County Board of Legislators (BOL) took official action to replace the temporary WDB it had appointed at its July 7, 2015 meeting with membership that was fully compliant with WIOA requirements; and

WHEREAS, both the County BOL and the WDB recognize that the WDB is and should be the successor in due course to the WIB;

WHEREAS, now that a WIOA-compliant WDB is in place, it is appropriate and prudent for the WDB to officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the WIB ; and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Workforce Development Board does hereby officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the St. Lawrence County Workforce Investment Board effective on July 1, 2015 and authorizes, empowers, and directs its staff to continue to operate the workforce development system in St. Lawrence County according to the precedents established prior to July 1, 2015 when and as appropriate and consistent with WIOA.

I, Jennifer R. Free, Assistant to the Executive Director of the St. Lawrence County Workforce Development Board, DO HEREBY CERTIFY, that I have compared this copy of this Resolution, adopted September 9, 2015; with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.



Jennifer R. Free, Assistant to the Executive Director
St. Lawrence County Workforce Development Board
September 9, 2015

WIOA Youth Incentive Policy & Procedure

Effective July 1, 2015, active WIOA-enrolled youth may be considered for incentive disbursements up to \$2,000.00 while involved in the WIOA Youth Program. There are no circumstances where this amount may be exceeded without approval by the St. Lawrence County WDB Executive Director. Incentive disbursements do not include wage or training subsidies. Incentives cannot be retroactive.

As described in the previous paragraph, "WIOA enrolled" requires an active WIOA youth case record in OSOS, an initiated Individual Service Strategy (ISS), and all WIOA required eligibility documentation.

- "Active" involves a participant in good standing- who is fully participating in necessary activities, has acceptable attendance, adequate follow-through, and has engaged in attaining WIOA Youth Common Measure outcomes.

An **Incentive Request Form** must be submitted and approved prior to disbursement. Original forms are to be maintained by fiscal staff with a copy kept in WIOA youth hard file. Supporting comment(s) must be entered in the OSOS record that briefly explains why the incentive was given, date, and how much the incentive was valued. It is the responsibility of the requesting staff to complete required paperwork/documentation and make all comment entries.

Unless otherwise approved, incentive disbursements will be in the form of a check not to exceed corresponding amount; refer to Incentive Request form for more specific incentive information.

Disbursements are limited to the actual incentives (e.g., gift cards) available at time of request unless other arrangements are approved. Selection/choice of gift cards may be prioritized if unsure of availability. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

WIOA Youth Incentives are not intended as emergency assistance, but rather as a compliment to services provided and/or recognition of youth's personal attainment goals. WIOA Youth in need of emergency assistance must be referred to appropriate service provider.

Staff should follow the Incentive Procedure outlined below to ensure proper distribution and receipt of incentives.

Incentive Procedure

1. Staff will complete Request Form and submit to fiscal for approval and processing

*If incentive request not approved, return to provider staff and request further action if necessary

2. Approve and confirm arrangements for staff to acquire incentive
3. Fiscal tracks incentive distribution on spreadsheet
4. Staff distributes incentives.
5. Fiscal files original Request Forms
6. Staff enter supporting comment in OSOS case record and keep copies of Request and Receipt in youth hard file

Incentive Request
Submit request to fiscal

Date: _____ Staff Requesting: _____

Youth Name: _____ Youth OSOS ID: _____

In-School or Out- of -School and ISS Developed Active Participant

Amount Requested:

Type of Incentive (e.g., gift card, store gift card, etc.) _____

Reason: Describe reason(s) youth would receive incentive. Include a brief narrative supporting request -be specific

Note: Attach any supporting documentation and record in OSOS

Approved by (signature and date): _____

Finance/Tracking use: _____