

**THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-30-09/04**

DATE: September 1, 2004
SUBJECT: Incentive Pay
REFERENCE: WIA Section 129(a)(5)

PURPOSE:

To provide guidance for the issuance of incentive payments as part of WIA Title IB Youth Programs.

BACKGROUND:

An incentive payment is defined as a material good or service, such as a gift card, or cash issued to eligible youth to recognize achievement in structured and approved activities or tasks, which may include but are not limited to Basic Skills, Work Readiness, Occupational Skills or other areas as determined by appropriate staff / advisor. Such incentives are not wages and are not subject to Unemployment Insurance, withholding, or other rules governing wage activities.

Provision of incentive pay is based on participation and goal achievement in an eligible activity, and is related to specific criteria.

POLICY:

WIA registered youth participants may earn an incentive payment as defined above, for positively participating in and completing structured and approved activities or tasks which may include, but are not limited to basic skills, work readiness, occupational skills or other areas as determined appropriate by the individual educational plan. Use of incentives in this manner is at the discretion of the Regional WIA Youth Provider and/or the TOC/OWA Administrative Office.

Participating youth will be advised of the process and potential incentives to be earned in advance of or at the on-set of participation in the given activity or task.

All WIA youth taking part in an incented activity or task will be given equal opportunity to earn the incentive described.

Partial incentive payments may be made corresponding to any predetermined benchmarks attained or at the discretion of the appropriate staff / advisor. Failure to meet the standards outlined to the participant in advance may result in less than the maximum incentive.

Programs offering incentives will establish a method for tracking incentive payments and incentives will be tracked in individual client files.

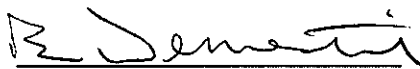
Incentive payments will be monitored annually as part of the TOC/OWA Quality Assurance Review.

ACTION:

The TOC/OWA administrative office and the regional sub-grant recipients shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to the Communications and Projects Manager at 1-866-888-4TOC.



Bill Demestihis
Executive Director