



PUBLIC POLICY No.: WIOA-09-2020-A

DATE: NOVEMBER 9, 2020

SUBJECT: PUBLIC POLICY FOR AWARDING PERFORMANCE INCENTIVES TO YOUTH PROGRAM PARTICIPANTS

REFERENCE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA P.L. 113-128)

I. INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA P.L. 113-128) was signed into law on July 22, 2014. WIOA is designed to assist job seekers to access employment, education, training and support services to help them succeed in the labor market and to provide employers with the skilled workers they need to compete effectively in the globalized economy and markets.

Performance incentives will be offered to Youth Program participants to recognize achievements directly linked to education, training and work experience activities. To make these services available, the legislation provides that the Local Workforce Development Board must enact public policy so as to define the provisions under which these services will be made available to eligible participants under the WIOA Programs.

To that end, the Local Workforce Development Board of the Manatí-Dorado Local Area (Local Board) promulgates the following public policy to establish the criteria for performance incentives to be made available to the eligible population under the WIOA Programs.

II. PURPOSE

The purpose of this policy is to establish uniform operational and administrative standards regarding the award of performance incentives to eligible participants. The purpose of this policy is to ensure that system officials recommend, award and pay incentives in a uniform manner.

III. LEGAL BASIS

- WIOA Subpart A Interpretive Regulations - Section 681.640.
- 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.
- Training and Employment Notice (TEN) No 22-19 issued on April 3, 2020.

IV. DEFINITIONS

The following terms shall have the meanings described below for purposes of this public policy:

1. Local Workforce Development Area (Local Area) - Pursuant to Section 106(b) of WIOA, is a territorial delineation that is established taking into consideration multiple criteria including labor market demand and regional economic development. This is for the purpose of being authorized for the allocation of Title I-B funds. In the particular case of the Manatí - Dorado Local Area, it is comprised of the municipalities of Barceloneta, Ciales, Dorado, Florida, Manatí, Morovis, Vega Alta and Vega Baja.
2. Performance Incentive: refers to incentive payments offered to Youth Program participants to recognize achievements directly linked to education, training and work experience activities.
3. Youth Participant: an eligible individual under the in-school or out-of-school youth categories who participates in activities and services related to the programmatic elements described in Section 129(c)(2) of WIOA.
4. Career Planner: For the purposes of this policy is the official who assesses the participant's needs and documents the services they need to participate in the activities; he/she requests them for recommendation and approval.
5. Workforce Innovation and Opportunity Act (WIOA) - Workforce Innovation and Opportunity Act.

V. GENERAL PROVISIONS

1. The Title I-B Service Provider may authorize the suspension of these services due to unavailability of funds, after consultation with the Local Board.
2. The determination of the performance incentive will be the result of compliance with the goals outlined in the Individual Service Strategy.
3. Performance incentives will meet the criteria of reasonableness and allowability, therefore, they will be awarded to those participants who are unable to obtain them through other programs that offer them.
4. Performance incentives are not considered a support service and do not extend youth participation in the Program.
5. The outcomes for which incentives were awarded must be documented. Copies of the documentation shall be included, as appropriate. An example of this could be copies of diplomas, authorized certifications and other related documentation.

VI. PUBLIC POLICY

Pursuant to Section 681.640 of the Federal Workforce Innovation and Opportunity Act Regulations, financial incentives are authorized to be paid to youth participants in the Youth Program. These incentives must be issued in strict compliance with the Administrative Requirements, Cost Principles, and Auditory Requirements for Federal Awards Act, 2 CFR 200.

Therefore, incentives should not include entertainment costs, such as tickets to movies or sporting events or gift cards to movie theaters or other venues whose sole purpose is entertainment. Payment will only be authorized by check or direct deposit, following the procedures established by the Fiscal Agent.

These services are allowed to recognize achievements related to training, education and work experience activities. The Individual Service Strategy, at its inception, will establish the goals or accomplishments that will be rewarded. Youth will receive equal rewards for equal achievements. The following incentives are authorized:

GOALS	INCENTIVE AMOUNT
Completion of a high school diploma or equivalency.	\$300.00
Obtain a credential which may include, but is not limited to, obtaining a degree, license or certificate.	\$500.00
Obtain employment and remain employed for at least 30 days.	\$300.00
Retention of Employment	\$300.00 for a three (3) month retention \$200.00 for a six (6) month retention \$150.00 for a nine (9) month retention \$100.00 for a twelve (12) month retention

VII. AMENDMENTS TO PUBLIC POLICY

When policies enacted by the State Workforce Development Board or directly by the Federal Government represent a need to amend part or all of the content of this public policy, the Executive and Planning Committee of the Local Workforce Development Board may amend it to conform to the enacted policies.

VIII. REQUIRED ACTION

The Executive Officer of the Local Board shall be responsible for informing the appropriate governing bodies of the approval of the policy so that the latter may train the personnel under their supervision and execute the policy as established.

IX. EFFECTIVE DATE

This Public Policy shall be effective upon approval by the members of the Local Workforce Development Board and the Board of Directors of Mayors of the Manatí/Dorado Local Workforce Development Area.

The effectiveness of this Public Policy shall be subject to the availability of funds.

Any Public Policy, Procedure or Statement, in whole or in part, related to performance incentives offered to participants of the Youth Program, existing in the Local Area, is hereby repealed upon the effectiveness of this Policy.

X. APPROVAL

Signed and approved on Monday, November 9, 2020, in Barceloneta, Puerto Rico.

SIGNED

Mr. Erasmo Rafael Lamberty Sánchez
President
Local Workforce Development Board

SIGNED

Hon. Wanda Judith Soler-Rosario
President
Board of Directors of Mayors