

POLICY TYPE:	WIOA Youth Supportive Service Payments & Incentive Payments
EFFECTIVE:	September 27, 2016
REVISED:	April 13, 2022

**REFERENCES:**

Workforce Innovation & Opportunity Act (WIOA) – PL 113-128  
Federal Register Parts 681.460, 681.570, 681.580, 681.650

**PURPOSE:**

To establish a comprehensive policy for providing supportive service and incentive payments to youth participants enrolled in the Workforce Innovation & Opportunity Act (WIOA).

**SUPPORTIVE SERVICE PAYMENT POLICY:**

Supportive service payment is the act of using federal funds to assist with needs based financial support that is necessary to enable an individual to participate in activities authorized under this Act. Supportive services may only be provided to individuals who are enrolled in WIOA. Supportive services are to be used when the WIOA participant is unable to obtain services through their own means or through other resources and or local programs. WIOA Youth Program Staff are to record, manage and monitor support service payments. There must be written acknowledgement of receipt by the Youth/Young Adult for goods received (books, supplies, clothing, etc.)

**SUPPORTIVE SERVICE PAYMENTS FOR WIOA ENROLLED YOUTH**

Allowable supportive services include, but are not limited, to the following:

1. Assistance with transportation.
2. Assistance with child care and dependent care.
3. Assistance with housing.
4. Assistance with educational testing.
5. Assistance with books, school supplies, and other necessary items for students enrolled in education.
6. Reasonable accommodations for youth with disabilities.
7. Assistance with work related clothing, uniforms or other appropriate work attire and related items.
8. Payments for employment and training related applications, tests, and certifications.
9. Assistance with driver's license/learner's permit.
10. Telecommunication services.

Groceries and on-site meals for program participants are beyond the scope of WIOA Supportive Service Payments and not allowable.

### **SUPPORTIVE SERVICE PAYMENTS FOR WIOA YOUTH IN FOLLOW-UP**

Supportive service payments are authorized for WIOA youth participants enrolled in follow-up after exiting from the program. Supportive service payments must be in writing as part of the follow-up services plan designed to assist the individual in remaining employed, in a postsecondary training or higher education program. These services include, but are not limited to, the following:

- Clothing
- Work uniforms
- Work tools/occupational equipment
- Training and educational items necessary to retain employment or to continue education

### **INCENTIVE PAYMENT POLICY:**

Incentive payments are provided to WIOA enrolled participants for recognition and achievement of a specific educational or training performance. Incentive payments must be tied to the goals of participant's individual program. An Incentive Agreement is to be outlined in I-Trac before commencement of the activity. The Incentive Agreement will specify the performance goal, timelines, description of the incentive to be provided and both the participant and subcontractor's signature. Incentives must be awarded consistently for all WIOA recipients. WIOA Youth Program Staff are to record, manage and monitor incentive payments.

Incentives may not include entertainment, such as movie or sporting events tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.