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**Policy Number: 2017-10.26.1 CYIP****Effective Date**

This policy will go into effect immediately upon passage.

**Requirements**

The Comprehensive Case Management and Employment (CCMEP) program allows the use of incentives, funded through both Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF) funds, recognizing identified milestones or achievements tied directly to the fourteen youth elements defined by WIOA. All incentives offered must be tied to goals outlined for the CCMEP program participant, be identified in the Individual Opportunity Plan (JFS Form 03004) and appropriately documented in the State of Ohio's Ohio Workforce Case Management System (OWCMS).

Incentives, like Support Services, cannot be provided to meet ongoing basic needs. Examples of acceptable milestones include:

- 1) Successful completion of all assigned Work Experience hours.
- 2) Proficient marks on Work Experience evaluations, completed by participating employers.
- 3) Successful completion of a High School Diploma or G.E.D.
- 4) Successful completion of an industry-recognized occupational skills credential program.
- 5) Successful improvement in allowable Basic-Skills test scores (i.e. Test of Adult Basic Education or T.A.B.E.)
- 6) Successful completion of a work-based literacy certification (i.e. National Career Readiness Certificate or NCRC).
- 7) Completing online training activities in an area of interest.

Additional milestones tied directly to the 14 youth elements defined by WIOA may be added. Prior to awarding incentives to participants, a comprehensive list of milestones, criteria for validating them and award value must be submitted to the Lucas County Department of Planning and Development for review and approval.

Incentives can be provided through direct payment, gift cards or other items with a value not to exceed \$500. Individual participants cannot receive incentives with a cumulative total of more than \$1,000 per program year. Youth providers are expected to ensure that there are internal controls in place to safeguard cash, gift cards, or gifts.