

# COUNTY OF ULSTER

## Workforce Development Board

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### Ulster County Workforce Development Board Young Adult Incentive Policy

Revised 12/1/17  
WDB Approved 4/10/18

The Ulster County Office of Employment & Training (OET) utilizes a Young Adult Incentive Policy as part of the WIOA Young Adult Employment Program (YAEP), in an effort to promote and reward behaviors and outcomes that will enhance efforts to meet or exceed WIOA Performance Measures and NYS Customer Service Indicators. All youth registered in the Ulster County OET WIOA YAEP (both the in-house and contracted programs) are eligible to receive cash incentive awards, based on the following guidelines. A limit of \$400 earned incentives per individual young adult is imposed (not including payments for follow-up information). Contracted programs must submit all proposed incentive payments, including a copy of the verification documentation, to OET in advance for approval prior to payment of incentive award.

- A payment of \$100 will be paid to an individual who enters the program without a high school diploma or HSE, and who earns a high school diploma or HSE (either receives the HSE or attains HSE status) as part of their participation in the program. Proof of attainment shall include a copy of the high school diploma, HSE (or letter of attainment), or verification of same by issuing agency.
- A payment of \$100 will be paid to an individual who receives a recognized postsecondary credential as part of their participation in the program. Only one recognized postsecondary credential may be paid per individual youth, as defined in the Individual Service Strategy (ISS). Proof of attainment shall include a copy of the credential or verification of same by issuing agency.
- A payment of \$100 will be paid to an individual who achieves a measureable skills gain in an education or training program as defined by WIOA. This will be paid at exit, and only if a recognized postsecondary credential has not been earned. Proof of attainment shall include verification by testing agency or educational institution.
- A payment of \$100 will be paid to an individual who completes the following five required sections of Career Zone: Interest Profiler, Abilities, Work Importance Profiler, Budget, and two Saved Occupations. Proof of attainment shall be verification directly in Career Zone, and corresponding comment in OSOS.
- A payment of \$100 will be paid to an individual who passes the National Work Readiness Credential test (as defined by the NYS Department of Labor) as part of their participation in the program. Proof of attainment shall include a copy of the certificate or verification of same by issuing agency.

- A payment of \$100 will be paid to an individual who provides all the appropriate information as required during a post-program follow-up survey within a timely fashion. This incentive payment shall be allowed twice, once for information regarding second quarter after exit, and once for information regarding fourth quarter after exit. Proof of attainment shall include verification by coordinator and entry of information into OSOS.
- A payment of \$300 will be paid to an individual who completes an employability skills training in conjunction with a paid work experience, as approved by the Ulster County WDB. Proof of attainment shall include an attendance record showing course completion signed by the instructor.
- A payment of \$100 will be paid to an individual who completes an academic and occupational skills training in conjunction with a paid work experience, as approved by the Ulster County WDB. Proof of attainment shall include an attendance record showing course completion signed by the instructor.

The Office of Employment & Training will entertain additional incentive options submitted by youth contract agencies. All proposed options must be submitted formally in writing for approval by the OET Director. If the submission is approved, additional incentives may be included as part of this formal written policy.