



YOUTH INCENTIVE CHECKLIST

Participant Name		Date of Birth	
ASSET PIN, if applicable		Program	<input type="checkbox"/> WIOA OSY <input type="checkbox"/> WIOA ISY <input type="checkbox"/> Other: _____

Categories of Allowable Achievements for Incentives			Amount Earned
			Level 1 \$25
What specific milestone was achieved?	Documentation Approval Requirements	Date Achieved	
<input type="checkbox"/> Achieve a "Likely to Pass" Score on a GED Practice Test.	<input type="checkbox"/> Copy of practice test results.		
<input type="checkbox"/> Application to Post-Secondary School.	<input type="checkbox"/> Copy of letter confirming application or confirming acceptance/denial of admission.		
<input type="checkbox"/> Completion of FAFSA (Free Application for Federal Student Aid) or other financial aid application.	<input type="checkbox"/> Copy of notification of receipt or submission.		
<input type="checkbox"/> Completing a Résumé.	<input type="checkbox"/> Copy of completed resume in file, upload into ASSET, and upload to JCW.		
<input type="checkbox"/> Completing a Job Application.	<input type="checkbox"/> Copy of notification from employer of application receipt or ASSET WIOA Title III (JCW) proof of completion.		
<input type="checkbox"/> Completing an Informational Interview.	<input type="checkbox"/> Copy of documentation from employer or company confirming interview completion.		
<input type="checkbox"/> Completing Job Shadow.	<input type="checkbox"/> Copy of letter on company letterhead regarding the participant's completion of a job shadow activity.		
<input type="checkbox"/> Developing a Resource Plan for Addressing Barriers.	<input type="checkbox"/> Copy of signed and updated ISS Review addressing the barriers during training, education, or work experience.		
<input type="checkbox"/> Basic Certifications.	<input type="checkbox"/> Copy of certification with case notes/ISS explaining what requirement the certification fulfills.		
			Level 2 \$50
What specific milestone was achieved?	Documentation Approval Requirements	Date Achieved	
<input type="checkbox"/> Pass a Component of the GED Test.	<input type="checkbox"/> Copy of official document showing passing score.		
<input type="checkbox"/> Enrollment in Post-Secondary School.	<input type="checkbox"/> Copy of course schedule.		
<input type="checkbox"/> Completing objective assessment.	<input type="checkbox"/> Copy of completed assessments.		
<input type="checkbox"/> Completing Community Service/Volunteer Hours.	<input type="checkbox"/> Copy of letter on company letterhead that confirms the participant's completion of a community service/volunteer activity		
<input type="checkbox"/> Entrepreneurial Training or Planning.	<input type="checkbox"/> Completed business plan or similar achievement produced during entrepreneurial training.		
<input type="checkbox"/> Achievement of National Career Readiness Certificate (NCRC) at bronze level or higher.	<input type="checkbox"/> Copy of NCRC certificate or ASSET WIOA Title III proof of completion.		

YOUTH INCENTIVE CHECKLIST

<input type="checkbox"/>	Study Skills Improvement.	<input type="checkbox"/>	Pre- and post-tests showing improved study skills or other documentation showing measurable improvement.	
<input type="checkbox"/>	Achieve a Basic Skills Level Increase.	<input type="checkbox"/>	Copy of pre- and post-tests.	
				Level 3 \$75
What specific milestone was achieved?			Documentation Approval Requirements	Date Achieved
<input type="checkbox"/>	Return to Secondary School.	<input type="checkbox"/>	Copy of official document from the secondary school showing the participant is enrolled in and attending school.	
<input type="checkbox"/>	Secondary School Attendance.	<input type="checkbox"/>	Copy of report card or other official document from the secondary school showing participant's school attendance.	
<input type="checkbox"/>	Obtaining Unsubsidized Employment.	<input type="checkbox"/>	Copy of Pay stub(s) or letter of hire.	
<input type="checkbox"/>	Retaining Unsubsidized Employment.	<input type="checkbox"/>	Copy of Pay stub(s)	
				Level 4 \$100
What specific milestone was achieved?			Documentation Approval Requirements	Date Achieved
<input type="checkbox"/>	Attain High School Diploma.	<input type="checkbox"/>	Copy of diploma or transcript showing graduation.	
<input type="checkbox"/>	Attain GED/HSED.	<input type="checkbox"/>	Copy of GED/HSED or transcript showing graduation.	
<input type="checkbox"/>	Achieve Post-Secondary Certificate or Degree.	<input type="checkbox"/>	Copy of diploma/certificate or transcript.	
<input type="checkbox"/>	Apprenticeship Achievements.	<input type="checkbox"/>	Copy of journeyman card or other official documentation showing achievement of registered apprenticeship milestones; for Youth Apprenticeship participants, proof of registration as a Youth Apprentice or the Youth Apprenticeship completion certificate (Certificate of Occupational Proficiency).	



YOUTH INCENTIVE CHECKLIST

Date of Enrollment Approval	
Date the Incentive was Documented on Objective Assessment (WIOA) Only	
Date Incentive Stated on Signed Individual Service Strategy	
Completion Date of Service Tied to Incentive	

Incentive Checklist	
Was the incentive outlined in the participant's signed ISS before the start of the program element for which the incentive payment is available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does a case note document the voucher number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which of the following categories was this achieved outcome linked to?	<input type="checkbox"/> Training <input type="checkbox"/> Education <input type="checkbox"/> Work Experience
Does a case note summary support that the incentive was added to the ISS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the service close date align with the incentive earned date on voucher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this the first time the participant has received an incentive for this milestone?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the above are no, this incentive does not meet the local policy requirements.

By signing below, I attest to the accuracy of this Youth Incentive Checklist.

Career Planner Printed Name	Career Planner Agency
Career Planner Signature	Date Signed

Employ Milwaukee Program Specialist Name		<input type="checkbox"/> Incentive Approved	
		<input type="checkbox"/> Incentive Not Approved	
Employ Milwaukee Program Specialist Signature		Date	

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Carrie Hersh, Equal Opportunity Officer, at 414-270-1726 or Carrie.Hersh@EmployMilwaukee.org. Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.