



EMPLOY MILWAUKEE DESK AID

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WIOA Youth Incentive Process

References:

- Employ Milwaukee Policy: WIOA Policy 17-03, Change 1, including Attachment A
<https://www.employmilwaukee.org/Employ-MKE/Service-Providers/17.03Change1YouthIncentivePolicyEff08.25.22.pdf>
- WIOA Title 1-A & 1-B Policy & Procedure Manual Chapter 10.6, <https://dwd.wisconsin.gov/wioa/policy/10/10.6.htm>
- WIOA Youth Incentive Checklist (To be completed prior to submitting to EMI for approval)
<https://www.employmilwaukee.org/Employ-MKE/Service-Providers/YouthIncentiveChecklist02.01.24.pdf>

10.6.4 Documentation Requirements

Effective date: September 4, 2018

- The participant's ISS must identify the work experience, education or training that s/he plans to undertake and the corresponding incentive award(s) to be provided.
- The participant's file must include documentation of the achievement of each milestone for which s/he received an incentive.
- The incentive payment(s) must be recorded in ASSET.
- The payments must be documented and processed through a voucher or similar method.

Process:

1. Read the documents referenced above.
2. Answer the following question: Has the program element already began? If yes, do not proceed as the incentive will not be allowable. If no, proceed with the steps below.
3. On Attachment A of EMI's Youth Incentive Policy, identify the:
 - a. Type of Milestone
 - b. If there are any conditions
 - c. The associated service
 - d. Documentation Requirements
 - e. The Incentive Payment

Document the Need for the incentive and justify issuance of the award in the participant's ISS and in ASSET Customer Notes. Required ASSET Entries:

The Participant's Individual Service Strategy (ISS) MUST identify the work experience, education, or training that the participant plans to undertake and the corresponding incentive award. This means to include the incentive when the program element is identified and added to the ISS. (The incentive **must not** be added to the ISS after the corresponding program element has started).

The Incentive milestone must be identified on the ISS (MUST BE COMPLETED PRIOR TO START OF PROGRAM ELEMENT, preferably at time of the initial ISS development so the incentives are on the ISS, signed by the participant).

Incentives must be identified in the following areas (overview):

1. Youth Skill Attainments and Youth services: Education, training, or work experience (if applicable)
2. Customer Notes
3. Incentive service: Planned Service Open/Close Date

Details:

1. Youth Skill Attainment Goal and Youth Services: Education, Training, or Work Experience (if applicable) Comments Section. Once the Associated Service (if applicable), any conditions, documentation, and the incentive payment are identified, they need to be added to the Youth Skill Attainment and Services section. The details of the incentive need to be entered in the comments section.

Youth Skill Attainment

*

Goal Type:

Occupational Skills

*

Goal:

To obtain MC3

caution 200 character limit

*

Performance Related Goal:

☒ Yes

☐ No

☐ No Response

*

Contract ID:

Select Contract ID

Old Contract ID:

*

Goal Attainment Status:

Set, but attainment pending

*

Goal Set Date:

07/23/2020

[mm/dd/yyyy]

Set As Today

*

Planned Date of Attainment:

12/30/2020

[mm/dd/yyyy]

Set As Today

Comments:

Incentive payment of \$XX will be provided to the participant for completing (fill in type of milestone here) and submitting the (enter required documentation here). Additionally, (add here if there are any conditions identified on Attachment A)

Continued on next page.

2. Enter Case Notes in ASSET:

Customer Note Details

Save

Customer Note Information:

Note ID: Not Yet Assigned

* Note Date: [mm/dd/yyyy]

Set As Today

* Summary:

Incentive Added to ISS for (program element name)

Comments:

Copy and paste comments from the ISS comments field here. or enter: "Incentive payment of \$ (amount) is planned to be provided to the participant for completing (fill in the type of milestone here) and submitting the (required documentation). Additionally (add here if there are any conditions identified on Attachment A of the EMI Incentive Policy)

3. You must have the Incentive service entered in ASSET Services with Planned Service Open and Close Dates.

Incentives	Payment for achievement of program milestones directly tied to work experience, education, or training.
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Program Name:
Program Area:

Title 1
Youth

Service Information

Service Name: Incentives
Service Category: Youth Program Elements

* Open: (One of the following is required)

Planned Service Date: [mm/dd/yyyy]

Set As Today

Actual Service Date: [mm/dd/yyyy]

Set As Today

* Close: (One of the following is required)

Planned Service Date: [mm/dd/yyyy]

Set As Today

Actual Service Date: [mm/dd/yyyy]

Set As Today

Funding Source:


*

Add the Planned Service Open and Close Dates (this should align with the Planned Close Date of the Associate Service identified on Attachment A of the EMI Youth Incentive Policy.

Continued on next page.

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* Pay-For-Performance: ☐ Yes ☐ No ☒ No Response

* Incentive Activity Type  ☒ Training ☐ Education ☐ Work Experience

* Milestone Achieved:

* Incentive Amount: \$

Provider Name:

Provider Text:

Weekly Training Participation Hours: ☐

Completion Code:

Location of Training:

Comments:

caution 500 character limit


Yellow highlighted items need to be completed when adding the service, the green details must be completed after the Program Element is completed.

Enter status upon completion or if not completed, upon exit.

Add Associated Service Name when entering service, when completing service add voucher #

Required ETO Entries once milestone is achieved:


1. Complete Incentive Touchpoint in ETO.

Incentive for [REDACTED] 2/18/2021 


Incentive

Funding Source *

Incentive Date *



Incentive Category *

-- Select -- 

Incentive Amount *

\$

Date the Incentive was earned (Not the date you received the documentation)

Select the category from the dropdown* See list in images below

Amount will auto fill when Incentive Category is selected.

Incentive Category *

-- Select --

-- Select --

1. Attain High School Diploma

2. Attain GED/HSED

3. Pass a Component of the GED Test

4. Achieve a "Likely to Pass" Score on a GED Practice Test

5. Return to Secondary School

6. Secondary School Attendance

7. Achieve Post-Secondary Certificate or Degree

8. Application to Post-Secondary School

9. Completion of FAFSA or other financial aid application

10. Enrollment in Post-Secondary School

11. Completing a Resume

12. Completing a Job Application

13. Completing an Informational Interview

14. Completing Job Shadow

15. Completing Objective Assessment

16. Obtaining Unsubsidized Employment

17. Retaining Unsubsidized Employment

18. Developing a Resource Plan for Addressing Barriers

19. Completing Community Service/Volunteer Hours

20. Entrepreneurial Training or Planning

21. Basic Certifications

22. Achievement of National Career Readiness Certificate (NCRC) at bronze level or higher

23. Study Skills Improvement


24. Apprenticeship Achievements


25. Achieve a Basic Skills Level Increase

26. Completing a Work Experience

Continued on next page.

2. Complete Submit Voucher Touchpoint in ETO

Submit Voucher for **WIOA Youth** 

Identifier: **WIOA Youth** 


Voucher Detail | Disbursements | Itemized Amounts | Voucher Status


Payment Method *
100% Cost Reimbursement ▼

Voucher Effective From Date: Anticipated Date the specific class or service covered by this voucher will start

Voucher Effective Through Date: Anticipated Date the specific class or service covered by this voucher will end.


The From and Through Date may not exceed 6 months. The 'Through Date' may not extend beyond the Entire Training End Date.


Voucher Effective From * 

Voucher Effective Through * 

Pay To *
Participant ▼

Voucher Effective Dates need to align with the Program Element Dates the Incentive is being awarded for.

Submit Voucher for **WIOA Youth** 


Identifier: **WIOA Youth** 

Voucher Detail | Disbursements | Itemized Amounts | Voucher Status

Voucher Funding Source: *
WIOA Youth Services (ISY) - .. ▼ [View Entity](#)

Fund Type: *
Incentive ▼

NOTE: Please select the related incentive record below for this voucher. The drop down list contains all incentive records in the following format:
[Incentive Date] [Incentive Category] [Incentive Amount] [Fund Type]

Select the Incentive Record related to this Voucher *
2/16/2021_1. Attain High Sch 

Voucher Detail Disbursements **Itemized Amounts** Voucher Status

Total Incentive Amount *

\$ 100

Amount:

\$ 100

Notes * ?

Add the aligning Program Element completed on date and what documentation was submitted for verification.

3. Submit Voucher Touchpoint Fields

- Payment Method = 100% Cost Reimbursement
- Voucher Effective From/Through Dates = Date Incentive was earned
- Pay to = Participant
- Fund Type = Incentive
- In the Notes field, add the type of incentive earned.

View Vouchers to see total:

Vouchers (Print) **To view incentive total accumulation, click here** ➔

Web Intelligence

Voucher Details and Total Cost Per Participant

*If the vouchers for this participant were not generated below, select 'Refresh Data' in the upper right hand corner and enter Participant's Case Number. The participant case number can be found at the top of this dashboard under Participant Information. Navigate to the participant dashboard using the Quick Search to avoid this manual step.

Case Number: 181718

Training	Totals	Supportive	Totals	Career Service	Total	Incentive	Total
Tuition	\$0.00	Transport	\$0.00	Grand Total	\$0.00	Grand Total	\$100.00
Other	\$0.00	Child Care	\$0.00				
		Employment/Training	\$0.00				
		Medical	\$0.00				
		Other	\$0.00				
Grand Total	\$0.00	Grand Total	\$0.00				

Must follow Employ Milwaukee's Youth Incentive Policy 17-03. Verify total incentive voucher amounts and dates provided here, to ensure the new incentive falls within any limitations.

Print	Edit	Voucher Number	Total Amount	Voucher Status	Program Name	Vendor	Voucher Effective From	Voucher Effective Through	Anticipated Training Start Date	Anticipated Training End Date	Payment Method	Pay To	ITA State Code	Voucher Funding Source	Fund Type
Print	Edit	211591	\$100.00	Awaiting Approval	WIOA Youth B...		2/8/21	2/16/21			100% Cost Reimbursement	Participant		WIOA Youth Services (IS Incentive	

4. Complete Youth Incentive Checklist Form.
5. Voucher Packet includes printed voucher, completed Youth Incentive Checklist Form, Proof of Incentive earned, signed ISS showing incentive was identified prior to start of the service, and a completed W4 if a current one is not on file (must enter W4/WT4 in ETO).
 - a. Submit voucher packet to ITAvoucher@employmilwaukee.org
 - i. Email subject line must include Participant Name, ASSET PIN, Program Name, Type of Voucher
 1. Example: Suzy Fake (#321456) UNCOM ISY Incentive Voucher
 - b. Approval Process
 - i. Payroll
 1. Career Planner submits voucher packet to Program Specialist.
 2. The Program Specialist reviews the voucher packet.
 - a. If complete, enter "Approved" with Date in the Voucher Status section of the Submit Voucher Touchpoint.
 - b. Add an incentive approval customer note to ASSET
 - c. Email Career Planner the approved/signed packet so they can upload to ASSET Documents.
 3. The Program Specialist turns the voucher packet into the Fiscal Dept. and payroll processes it according to the subsidized payroll schedule.

Helpful Tips:

ASSET Incentive Service (must have Incentive Service for each incentive youth is eligible for and identified on ISS)

- Planned Open and Close Dates should align with the associated incentive planned attainment date.
- Incentive Service Actual Open and Close Dates should match the date the incentive was attained.
- Incentive Voucher effective start date should be when the milestone was achieved and the voucher effective end date should be one month from the voucher effective start date.
- Add service completion code once the outcome is determined.
- Add voucher # to the Comments section once the incentive is attained and the voucher is processed.
- Career Planner must case note the submission of Incentive voucher to EMI for approval.
- Career Planner must case note the incentive completion in ASSET Customer Notes.

Revised 03.01.24

Revised: mm/dd/yy

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