

**DRAFT
AGENDA**

**Bay Consortium Workforce Development Board, Inc.
Youth Council
Monday, October 26, 2020
10:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Notes from July 27, 2020 Meeting
- V. New Business
 - A. Quarterly Reports
 - B. WIOA Youth Incentive Policy
 - C. Economic Interest Statement
 - D. Request for Proposals
- VI. Old Business
- VII. Other Topics for discussion
- VIII. Adjournment

Bay Consortium Workforce Development Board, Inc.
Youth Council Meeting
Draft Minutes
Monday, July 27, 2020
10:00 a.m.

The Youth Council met Monday, July 27, 2020, via Zoom.

Call to Order: Marjorie Lampkin called the Youth Council Meeting to order at 10 a.m.

Roll Call: Present were Marjorie Lampkin, Tina Taylor, Butch Gross, and Hutt Williams. Not present were Steve Smith, David Ferguson, and Louis Belcher. In addition, present were Jackie Davis, Steven Golas, and Katlyn Moss, WDB Staff.

Approval of Minutes: A motion was made to approve the minutes from the January 27, 2020 meeting, which was seconded and approved.

Public Input: There was no public input.

New Business: Steve Golas reviewed the quarterly reports. He noted the enrollment numbers were a result of locations closing due to COVID. He also noted that providers had developed plans to insert themselves better into underserved areas. Steven Golas reviewed the Work Experience Procedure Policy. He noted that the changes were made as a result of monitoring. Changes include replacing “wages” with “stipend” and defining who would complete the learning plan. Tina Taylor expressed the worry of not knowing what work experience would look like in the future, especially as many local businesses were not open to the idea in current situations. A motion was made to take the Work Experience Procedure Policy to the full Board, which was seconded and approved. Steven Golas reviewed the Youth Incentive Policy. He noted that the changes were made as a result of monitoring. The wording “up to” was removed from the rewards to make them definitive and equal across the Workforce Development Area. A motion was made to send the Youth Incentive Policy to the full Board, which was seconded and approved. Jackie Davis reviewed the Board Manual with members, specifically the Youth Council description. She asked that if there were any changes that members would like to be made to let her know.

Old Business: Marjorie Lampkin reviewed the Strategic Plans with members.

Other Topics: Jackie Davis let members know the Virginia Career Works Fredericksburg Center was open by appointment only and staff was working to question and temperature check clients before coming in. Tina Taylor mentioned the potential opening of Eastern Shore Community College in September. Marjorie Lampkin stated that Rappahannock Community College would be reopening August 3, 2020 by appointment only.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Katlyn Moss

SkillSource Group

		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21	
Customer Summary Information												
Planned Number of Participants for PY		39										
Total Participants Served		22										
Percent of Planned		56%		-		-		-			-	
New Clients Enrolled this Quarter		3										
WIOA Youth		22										
Follow Up Information												
Total Follow-Ups Required		29										
Total Follow-Ups Completed		29										
Total Follow-Up Not Completed		0		0		0		0			0	
Employment 2nd Quarter after Exit												
WIOA Youth - 77.3%	77.8%	7	# employed	-		-	# employed	-		-	# employed	-
		9	# exited				# exited				# exited	
Employment 4th Quarter after Exit												
WIOA Youth - 62.8%	-	0	# employed	-		-	# employed	-		-	# employed	-
		0	# exited				# exited				# exited	
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	-		-	# credentialed	-		-	# credentialed	-
		0	# exited				# exited				# exited	
Measurable Skills Gain												
WIOA Youth - 69.1%	-	NA	# gained	-		-	# gained	-		-	# gained	-
		NA	# exited				# exited				# exited	
20% Work Experience Expenditure Requirement												
38.94%	WIOA Youth	38.9%	\$ 8,835.75	Training Expenditures	-		\$ 8,835.75	Training Expenditures	-		\$ 8,835.75	Training Expenditures
			\$ 22,689.87	Total Expenditures		\$ 22,689.87	Total Expenditures		\$ 22,689.87	Total Expenditures		
Total Contract Expenditures												
23.69%	WIOA Youth	23.7%	\$ 22,689.87	Expenditures	-		\$ 22,689.87	Expenditures	-		\$ 22,689.87	Expenditures
			\$ 95,773.09	Total Contract		\$ 95,773.09	Total Contract		\$ 95,773.09	Total Contract		

George Washington Planning District 16 Data

		1st Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		39
Total Participants Served		21
Percent of Planned		54%
Planning District 16 Total New Clients Enrolled this Quarter		2
	WIOA Youth	19
Spotsylvania County New Clients Enrolled this Quarter		1
	WIOA Youth	8
Stafford County New Clients Enrolled this Quarter		1
	WIOA Youth	7
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	0
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	1
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Youth	3

Rappahannock Community College

		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21	
Customer Summary Information												
Planned Number of Participants for PY		45										
Total Participants Served		33										
Percent of Planned		73%		-		-		-			-	
New Clients Enrolled this Quarter		1										
WIOA Youth		33										
Follow Up Information												
Total Follow-Ups Required		8										
Total Follow-Ups Completed		8										
Total Follow-Up Not Completed		0		0		0		0			0	
Employment 2nd Quarter after Exit												
WIOA Youth - 77.3%	50.0%	1	# employed	-	-	-	# employed	-	-	-	# employed	-
		2	# exited				# exited				# exited	
Employment 4th Quarter after Exit												
WIOA Youth - 62.8%	50.0%	1	# employed	-	-	-	# employed	-	-	-	# employed	-
		2	# exited				# exited				# exited	
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	-	-	-	# credentialed	-	-	-	# credentialed	-
		0	# exited				# exited				# exited	
Measurable Skills Gain												
WIOA Youth - 69.1%	-	NA	# gained	-	-	-	# gained	-	-	-	# gained	-
		NA	# exited				# exited				# exited	
20% Work Experience Expenditure Requirement												
20.90%	WIOA Youth	20.9%	\$ 5,132.45	Training Expenditures	-	-	Training Expenditures	-	-	Training Expenditures	-	Training Expenditures
			\$ 24,553.70	Total Expenditures			Total Expenditures		Total Expenditures		Total Expenditures	
Total Contract Expenditures												
16.85%	WIOA Youth	16.9%	\$ 24,553.70	Expenditures	-	-	Expenditures	-	-	Expenditures	-	Expenditures
			\$ 145,708.29	Total Contract			Total Contract		Total Contract		Total Contract	

Northern Neck Planning District 17 Data

		1st Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		24
Total Participants Served		22
Percent of Planned		92%
Planning District 17 Total New Clients Enrolled this Quarter		1
	WIOA Youth	22
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	2
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Richmond County New Clients Enrolled this Quarter		1
	WIOA Youth	9
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	8

Middle Peninsula Planning District 18 Data

		1st Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		21
Total Participants Served		7
Percent of Planned		33%
Planning District 18 Total New Clients Enrolled this Quarter		0
	WIOA Youth	7
Essex County New Clients Enrolled this Quarter		0
	WIOA Youth	7
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	0
King William County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Youth	0

Eastern Shore Community College

		1st Quarter PY 20 7/1/20 - 9/30/20	2nd Quarter PY 20 10/1/20 - 12/31/20	3rd Quarter PY 20 1/1/21 - 3/31/21	4th Quarter PY 20 4/1/21 - 6/30/21					
Customer Summary Information										
Planned Number of Participants for PY		23								
Total Participants Served		7								
Percent of Planned		30%	-	-	-					
New Clients Enrolled this Quarter		0								
WIOA Youth		7								
Follow Up Information										
Total Follow-Ups Required		27								
Total Follow-Ups Completed		27								
Total Follow-Up Not Completed		0	0	0	0					
Employment 2nd Quarter after Exit										
WIOA Youth - 77.3%	92.9%	13	# employed	-	# employed					
		14	# exited	-	# exited					
Employment 4th Quarter after Exit										
WIOA Youth - 62.8%	25.0%	1	# employed	-	# employed					
		4	# exited	-	# exited					
Credential Attainment within Four Quarters after Exit										
WIOA Youth - 70%	100.0%	1	# credentialed	-	# credentialed					
		1	# exited	-	# exited					
Measurable Skills Gain										
WIOA Youth - 69.1%	-	NA	# gained	-	# gained					
		NA	# exited	-	# exited					
20% Work Experience Expenditure Requirement										
38.65%	WIOA Youth	38.7%	\$ 5,485.74	Training Expenditures	-	\$ 5,485.74	Training Expenditures	-	\$ 5,485.74	Training Expenditures
			\$ 14,191.87	Total Expenditures	-	\$ 14,191.87	Total Expenditures	-	\$ 14,191.87	Total Expenditures
Total Contract Expenditure Requirement										
12.69%	WIOA Youth	12.7%	\$ 14,768.65	Training Expenditures	-	\$ 14,768.65	Training Expenditures	-	\$ 14,768.65	Training Expenditures
			\$116,389.36	Total Expenditures	-	\$116,389.36	Total Expenditures	-	\$116,389.36	Total Expenditures

Eastern Shore Planning District 22 Data

		1st Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		23
Total Participants Served		7
Percent of Planned		30%
Planning District 22 Total New Clients Enrolled this Quarter		0
	WIOA Youth	7
Accomack County New Clients Enrolled this Quarter		0
	WIOA Youth	5
Northampton County New Clients Enrolled this Quarter		0
	WIOA Youth	2

1st Quarter PY 2020

	Negotiated Level	Actual	% of Negotiated Level	Status
Adult Measures				
Employment 2nd Quarter after Exit	82.6	93.8	113%	E
Employment 4th Quarter after Exit	85.0	85.0	100%	E
Median Earnings 2nd Quarter after Exit	\$6,000.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	74.0	81.1	110%	E
Measurable Skills Gain	70.2	NA	-	NA
Dislocated Workers Measures				
Employment 2nd Quarter after Exit	85.0	88.9	105%	E
Employment 4th Quarter after Exit	85.0	93.8	110%	E
Median Earnings 2nd Quarter after Exit	\$8,700.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	70.0	71.4	102%	E
Measurable Skills Gain	69.8	NA	-	NA
Youth Measures				
Employment 2nd Quarter after Exit	77.3	84.0	109%	E
Employment 4th Quarter after Exit	62.8	33.3	53%	FTM
Credential Attainment within 4 Quarters after Exit	70.0	100.0	143%	E
Measurable Skills Gain	69.1	NA	-	NA

BCWDB Performance Measure Definitions

Section 116 of the Workforce Innovation and Opportunity Act (WIOA) specifies the core metrics that the Local Workforce Development Boards (LWDB) and the state will be measured against. The following Indicators of Performance are part of the performance accountability system under WIOA:

Employment 2nd Quarter after Exit

The percentage of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program. **(Adult and Dislocated Workers)**
Participants in education, or training or employment in the 2nd quarter after exit. **(Youth)**

Employment 4th Quarter after Exit

The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program. **(Adult and Dislocated Workers)**
Participants in education, or training or employment in the 4th quarter after exit. **(Youth)**

Median Earnings 2nd Quarter after Exit

The median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program. **(Adult, Dislocated Workers,**

Credential Attainment within Four Quarters after Exit

The percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during program participation or within 1 year after exit from the program. **(Adult, Dislocated Workers, Youth)**

Measurable Skills Gain

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward a credential or employment. **(Adult, Dislocated Worker, Youth)**

SkillSource Group Youth Success Story – George Washington

NN is a 23-year-old male who enrolled in The Bay Consortium WIOA Youth Program in October 2018, while working in the fall pumpkin patch, Miller Farms, in Spotsylvania County. He had a high school diploma, and badly wanted a career, but was not sure how to get there. He was interested in working outside, possibly construction or even as a game warden. One of the Partner staff at the Fredericksburg Workforce Center referred him to the SkillSource program for young adults.

NN was very happy to hear that the program offered career readiness and help with job search. He soon attended computer classes offered through the Center at Goodwill. He participated in a Leadership Seminar facilitated by the program's Project Director and a Financial Workshop facilitated through United Way. His confidence continued to increase.

He worked with his Case Manager on a current resume and attended a large job fair at the Center 3 weeks into the program. NN was a very pleasant, positive young man, who simply had some learning disabilities with an IEP in high school. He also struggled with anxiety and needed help finding and following the right path.

He was hired on the spot at the job fair by a home improvement company, who were impressed with NN's demeanor and his sense of a strong work ethic. Over his period of employment, the owner of the company called the Case Manager twice to let her know he had given NN a raise due to his hard work.

NN worked for 1 ½ years and decided to look for another opportunity where there could be a chance for advancement, since this company was relatively small. He called his Case Manager and worked on a resignation letter He applied and was interviewed and hired quickly by Stafford County in the Transportation Department. His job was to make repairs and check systems equipment throughout the county. To start he received higher amount of pay per hour than in the job he held. This salary provided him with the opportunity to move into his apartment and to be self- sufficient.

NN worked for the County for one year and was ready to apply for a better position when he received a call from a Federal Government contractor to interview for a Security Technician, to install secret security equipment in government facilities. From his past work experiences, coupled with glowing references and a great interview, rewarded NN with a job offer at double the pay he was currently bringing home. His Security Clearance is now being processed and he has noted he thinks he has found his career.

NN still "checks in" monthly with his WIOA Youth Case Manager because he states, "I find myself calling her when I need advice, or to give her new information, or just because the paperwork said I had to...."

Rappahannock Community College Youth Success Story – Northern Neck

K. began taking classes part-time at RCC in the fall of 2013. She continued until the spring of 2016, after which it became too expensive to continue. Although her husband and her made too much income to qualify for financial aid, her medical and other related expenses did not leave enough money to pay for tuition and books. Despite her 3.45 GPA, she could not afford to continue to pursue her education. In 2019, the youth case manager became acquainted with K. within the community and learned that she was pregnant with her first child. K. had commented on social media that she desired to return to college and was determined to do so one day. After some discussion, K. enrolled in the Youth WIOA Program. She had completed about 60% of her degree at that time. She is now on track to graduate in the summer of 2021. She currently has a 3.47 GPA, cares for her young child and has created a small home business. She is looking forward to participating in a work experience in the near future. K. has even decided to pursue a bachelor's degree online upon graduation from RCC as well as pursue employment. CM is working with K. to research schools and apply for scholarships. This young lady has the intelligence and determination to go far.

Rappahannock Community College Youth Success Story – Middle Peninsula

In the beginning of March, B. was brought into the WIOA office by his former bus driver/friend. He is a former foster child and his bus driver had befriended him and provided some guidance in his life. She encouraged him to learn a trade. He currently works as a laborer but showed much interest in becoming a welder and working at the shipyard someday. The case manager worked with the college but was informed that he would not be eligible for the college's Great Expectations foster student program. Thus, after completing the required paperwork and assessments, B. was enrolled in WIOA and placed in shielded metal arc welding (SMAW). His instructor and case manager remained in communication and B. was doing quite well in class. However, not long after the course began, it was paused due to COVID-19. B. waited patiently for class to resume. The case manager worked with B. during the pause to provide community resources and job fair information. Finally, he was able to resume, and complete, his SMAW welding course. He made friends with two other Youth WIOA participants and they supported each other throughout the course and break. He is now enrolled in gas metal arc welding and is excited for that course to begin in early October. B. has the desire and ability to be successful and now also has new friends and the case manager to encourage him along the way.

Eastern Shore Community College Youth Success Stories – Eastern Shore

Story #1

I began working with BM in the fall of 2019. She had a rough couple of years in high school but she was determined to make her senior year the best she could-of course until COVID hit. BM had several classes online in addition to her school classes. She passed them with no problem. In addition, she was working at a local restaurant and helping out her mom who had some health issues.

BM graduated from high school, spending the last three months of school completing classes virtually due to the pandemic. We completed her application so that she could attend ESCC for Medical Assisting and she registered for fall classes.

She also applied for a second job at Dollar General and is waiting to hear back. She has a great work ethic and is trying to juggle everything on her plate.

Story #2

AA is an OSY who completed her Medical Assistant and graduated in August. AA was working for a chicken plant and decided to something different. She enrolled last fall completed all of the requirements despite COVID-19. AA graduated from the program and has a few hours left to complete before she obtains her Medical Assistant degree. She has a job opportunity in order after she completed her remaining her hours.

Bay Consortium Workforce Development Board

Policy Number: 20-01
Effective Date: February 5, 2020
Revised Date: November 4, 2020
Title: WIOA Youth Incentive Policy

PURPOSE

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

REFERENCE

- Reference P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.
- 20 CFR § 681.640,650
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

YOUTH INCENTIVE

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of BCWDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check or other documentable means (i.e. gift card without fees). Under no circumstances may a client be given cash. These incentives are intended to recognize the youth's achievements in an activity.

PROCEDURE

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. The Incentive Program is contingent upon funding availability, if there are questions regarding funding availability, contact the BCWDB staff to discuss funding concerns. If it is jointly determined by the BCWDB and service provider that funding is not available, the BCWDB staff will send confirmation to WIOA Service Providers that the incentive program has been placed on hold until the beginning of the next program year.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED: \$100.00
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets and documentation of the completion of (3) activities: **\$20.00 for each set of activities completed not to exceed \$60.00 total.**
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of (3) Skills to Success activities: **\$20.00 for each set of activities completed not to exceed \$60.00 total.**
4. Complete TABE post-test demonstrating attainment educational functioning levels, evidenced by printed TABE results **not to exceed \$50.00 total.**
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: \$100.00

Youth incentive awards are limited to a lifetime amount not to exceed \$500.00 per eligible youth.

Exceptions may be granted by the BCWDB staff. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the BCWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

DOCUMENTATION

Case managers must maintain an Incentive Tracking Log provided by BCWDB staff, listing all incentives awarded to each youth. Attainment of goals must be clearly documented in the client's file and in the Virginia Workforce Connection System. The client's receipt of checks, cash equivalents, or a material reward shall be acknowledged by them in the form of a signature documented on the Participant Receipt Form. The Incentive Tracking Log shall include, at a minimum, the client's name, VAWC State ID number, funding stream, specific goal accomplished that is being rewarded, and the amount and type of incentive. The Incentive Tracking Log shall be maintained in the client's folder, with a copy submitted for reimbursement. The Incentive Tracking Log shall be signed by the client receiving the incentive and by the case manager who delivered it to them.

Program operators must track the costs of incentives to the specific funding stream in which the client receiving the reward is participating and shall bill the BCWDB accordingly. Checks and other

Bay Consortium Workforce Development Board

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Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the BCWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

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Program operators must track the costs of incentives to the specific funding stream in which the client receiving the reward is participating and shall bill the BCWDB accordingly. Checks and other

