

**COUNTY OF LOS ANGELES WORKFORCE INVESTMENT BOARD**  
**WORKFORCE INVESTMENT ACT YOUTH PROGRAM**  
**NEEDS BASED PAYMENTS / INCENTIVES POLICY**

**DEFINITIONS:**

**Needs Based Payments** – A monetary allowance provided as a form of supportive service to enable a youth to participate in the WIA Youth Program if and when an urgent need is demonstrated and can be documented. Needs Based Payments cannot exceed \$120 at any one time. Based on demonstrated need, participants are eligible to receive needs based payments throughout their participation in the program. If multiple payments are made they cannot be made in less than 14 day intervals.

**Incentive** – A reward for achieving pre-determined measurable performance benchmarks, as documented in the ISS. Incentive payments cannot exceed \$300.00 for the program year.

**POLICY:**

1. All provisions for Needs Based Payments and Incentives must be documented in the ISS. For needs-based payments, the Objective Assessment (OA) and the ISS must provide for a periodic reassessment of need to accommodate any change in an individual's financial status.
2. Needs Based Payments cannot be offered in conjunction with wage based activities.
3. Any agency that is requesting Needs Based Payment and/or Incentives payments must provide justification in their Statement of Work and budget and have a policy in place that is in compliance with County guidelines and pre-approved by the County. This policy will be an Attachment to their contract.
4. Non-monetary incentives (e.g. amusement park tickets, movie passes, lunches) are not allowable under the WIA, and must be paid out of contributions and/or general funds.
5. For needs-based payments, the OA and the ISS must provide for a periodic reassessment of need to accommodate any change in an individual's financial status.

Requests to exceed the amounts prescribed in this policy must be submitted in writing and approved by the Youth Council.