



# LOS ANGELES COUNTY WIA YOUTH PROGRAM BULLETIN

**NUMBER: YTH01-19**

**SUBJECT: NEEDS BASED  
PAYMENT/INCENTIVE POLICY**

**DATE: 05-17-01**

**EFFECTIVE DATE: 07-01-01**

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**TO: WIA Youth Providers**

The purpose of this bulletin is to forward the attached Needs Based Payment/Incentive Policy which was approved by the Youth Council and the WIB Board of Directors on May 10, 2001.

The attached policy provides limits on Needs Based Payments, please note that Needs Based Payments are only to be used to address urgent needs. An urgent need must be demonstrated, documented, and periodically reassessed. Needs Based Payments must be included in each providers' Supportive Services Policy and participants must be informed that Needs Based Payments are available as a supportive service. In addition, all other available resources and referral services must be explored and documented before a Needs Based Payment is made.

The attached policy also requires that the payment of needs based payments/incentives be approved as part of the provider Statement of Work, contained in the executed WIA Youth Programs contract.

Providers' approved to offer incentives must have a policy detailing the guidelines and criteria participants must meet to be eligible to receive the incentive. This policy must be signed by the participant acknowledging their receipt of it and countersigned by staff. A copy of the signed policy must be placed in the participant's case file.

If you have any questions, please contact Corrine Hicks at 213-738-2613.

KENNETH KESSLER, Director  
Employment and Training