

**WIA YOUTH INCENTIVE TRACKING/RECEIPT FORM**

Participant Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

**Instructions:** Please specify the program outcome achieved to receive each incentive. All program incentives must be recorded on this form and maintained in the participant’s case file. Documentation must be submitted according to Performance Incentive Criteria (Attachment A) and/or Program Incentive Criteria (Attachment C) (Use additional forms as necessary.)

Date Outcome Attained	Outcome / Criteria	Documentation	Incentive Description	Program Incentive Amount	Performance Incentive Amount	Sign upon disbursement/receipt	Date
EXAMPLE 8/15/2008	Completed Leadership Development Component	Copy of Certificatde	Movie Tickets	\$15	N/A		
EXAMPLE 11/20/2008	Basic Skills Attainment – Increased an educational functioning level	Copies of pre- and post- assessments	Gift Card	N/A	\$75	Participant	
						Case Manager	
						Participant	
						Case Manager	
						Participant	
						Case Manager	
						Case Manager	

Original: Participant Case File

Copy: Fiscal Unit (with invoice for reimbursement)