

PARTNER WORK

Partner4Work Incentive Policy

Purpose

Partner4Work may use gift cards and other non-cash assets as appropriate and necessary incentives to encourage program participants in the City of Pittsburgh and Allegheny County to achieve specific goals. The following defines the procedure for purchasing, securing, issuing, and reporting on this supply of incentives.

Affected Parties

This policy applies to all Partner4Work staff and program participants, including but not limited to In-School Youth (ISY), Out-of-School Youth (OSY), and Learn & Earn program participants. Partner4Work fiscal and program staff are responsible for implementing this policy.

Eligibility

Participants must meet eligibility requirements for a program before receiving gift card incentive payments purchased with the respective program's funds.

Incentive Form

All non-cash assets for the purpose of incentives will only be purchased, stored, and distributed in forms approved by the Pennsylvania Bureau of Workforce Development Administration. Incentives may not include entertainment costs, such as movie or event tickets or gift cards to movie theatres.

Purchasing

The following procedures must be followed by Partner4Work staff when purchasing incentives:

- The need to purchase additional incentives must be determined by assessing current inventory levels and the number of participants expected to achieve an established goal.
- Staff must receive signed approval from their supervisor prior to all incentive purchases.
- All incentive purchases must be made using an authorized organization purchasing card.
- Incentives must only be purchased at authorized websites and retail locations.
- All receipts from incentive purchases must be retained and submitted, along with the supervisor's signed approval, to the project accountant with monthly purchasing card statements.

Storage and Tracking

- Incentives will be secured at all times in a locked container and/or safe, accessible only to authorized Partner4Work staff.
- A registry of the incentive inventory will be maintained by the Partner4Work fiscal department containing relevant information for the purchase and issuance of the incentive. This registry will be

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treated and protected as Personally Identifiable Information. The registry will include the following:

- A listing of incentive by relevant number (e.g. gift card number);
 - Funding stream used to purchase each incentive;
 - Date of purchase;
 - Value of the incentive;
 - Name of retailer or distributor of the incentive;
 - Recipient of incentive;
 - Date of issuance;
 - Signature lines for both the project accountant and program staff member when an incentive is removed from storage.
- Authorized staff will remove from the office only the number of incentives needed for a single on-site or off-site distribution. All un-issued incentives will be returned to the project accountant by close of the same business day.
 - A signature from the project accountant is required at the time of each removal and return of an incentive.

Issuing

- Partner4Work staff must submit a request for signed approval from their supervisor before issuing an incentive to a participant. This request must state the program, incentive value, participant name, and reason for issuing the incentive. Only approved requests may be awarded to participants.
- Incentives must only be awarded to participants in recognition of an achievement directly tied to goals of their respective program.
- Incentives must be administered in a manner that ensures all participants receive equal awards for equal achievements.
- A cap of \$50 in value must be maintained for each instance/achievement for which an incentive is issued to an individual participant.
- Individual participants may not receive multiple incentives for the same activity or achievement.
- Documentation (certificate, attendance sheet, etc.) verifying the participant's achievement should be retained with the participant's file.
- A signature log must be kept verifying each participant's receipt of an incentive and must include three (3) signatures, including the participant, the issuing agent, and a supervisor or authority that can verify the participant's eligibility and witness the receipt.
- Each completed signature log will be returned to the project accountant upon the issuance or return of the last incentive, but not later than the last working day of the month completed.

Monitoring

- Partner4Work compliance staff will conduct periodic reviews of the purchase, storage, and issuing of incentives. These reviews may include a review of incentive inventory levels, incentive request forms, incentive signature logs, and purchasing card statements.
- Reviews will be conducted quarterly and during random spot checks throughout the program year.

Record Retention

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- All documentation authorizing or supporting the dispersal of assets for incentives shall be retained in accordance with the Records Retention provisions of the Commonwealth of Pennsylvania Financial Management Guide (PA Department of Labor & Industry)

Attachments

1. Incentive Registry
2. Incentive Request Form
3. Incentive Receipt Signature Log

References

Commonwealth of Pennsylvania Financial Management Guide (PA Department of Labor & Industry)