**CORRECTED Attachment 10 (11/3/2022)**

**Guidance for Use of Incentives for Evidence Based Program (EBP) Participants**

Adolescent sexual health evidence-based programs (EBPs) are those that have been proven effective on the basis of rigorous scientific research and have been shown to bring about changes in the behaviors that lead to adolescent pregnancy and STIs/HIV, including delaying the initiation of sexual activity, increasing the use of condoms or contraception among those who are sexually active, and/or reducing the number of sexual partners. Monetary incentives were used during the initial evaluation of the EBPs to increase participant attendance.

The goal of the incentive program for the adolescent pregnancy prevention programs is to encourage or acknowledge EBP participation. Incentives will be provided for participants of EBPs that complete 75% and/or 100% of an EBP.

* Incentives may be used for EBPs conducted in out-of-school settings and/or after-school settings. Incentives should be used judiciously and strategically in a direct effort to support EBP retention. Excessive or indirect use of incentives will not be approved by DOH contract manager (CM).
* Incentives are allowable for EBP participants who complete 75% of program sessions and/or for participants who complete 100% of program sessions. The amount of incentive for attendance at EBPs can be determined by the contractor however, the amount cannot exceed $25. Incentives should not be distributed until all program sessions are complete.
* The number of sessions that are included in EBPs should be considered when determining incentives.
* Examples of incentives can include: gift cards to businesses that do not sell tobacco and alcohol products, movie tickets, or a social/recreational activity. Cash payments are not permitted. Give-away items such as key chains, pens, bracelets, T-shirts, etc. are not permitted.
* Incentives will be approved as part of the annual budget. The allocation for incentives are to be included in the budget under the Program Supplies section with a description of how the incentives will be used for approval by contract management and administrative staff. If a contractor proposes to use an incentive after the original budget/justification has been approved, the contractor must obtain approval from contract manager and submit a budget modification.
* Incentives are considered non-offering and arranging costs.
* Written policies and procedures concerning participant incentives must be incorporated into your agency’s fiscal and program policies and procedure manual. The policy should include how the incentives will be safeguarded prior to distribution and include a system for ensuring that the criteria for incentives are known to the program participants and adhered to.
* An incentive tracking log must be maintained, by the agency. The log is to include the name of the youth receiving the incentive, name of EBP, and the number of sessions the youth participant attended. Participants that receive incentives must sign a log when the incentive is received. Two staff persons must be involved in the process of accounting for and distributing participant incentives.
* Program staff are to indicate on the EBP fidelity checklist that incentives were provided to participants for the EBP cycle. Please add \*\*\* **USED INCENTIVES FOR CYCLE**\*\*\*\* in the “Additional Comments Re Program Implementation” section at the end of the fidelity check list.

**Comprehensive Adolescent Pregnancy Prevention (CAPP)**

**Personal Responsibility Education Program (PREP)**

**Evidence Based Program (EBP) Participant Incentives**

If you are requesting funding to provide EBP participants incentives, please complete this form and return with annual budget:

1. Specify which EBP group(s) will receive incentives for their participation.
2. Describe the criteria that will be used to determine who is eligible to receive the incentives.
3. Describe the incentive that will be provided to EBP participants. In the description include the specific item, cost per unit, and the number of incentives to be purchased.
4. Specify when and how often the incentives will be provided.
5. Describe how the incentives will be managed. For example, indicate the staff responsible for dispensing and accounting for the incentives, a system to account for the incentives and a system to safeguard the incentives to avoid potential theft. And, include a system for ensuring that the criteria for incentives are known to the program participants and adhered to.