

# JEFFERSON/FRANKLIN CONSORTIUM

---

## WIOA YOUTH INCENTIVE POLICY

Incentives are a way to encourage workforce participant's involvement or to reward participants for achieving specific elements indicated in the participant's employment plan. An incentive is a payment to an eligible WIOA Youth registrant for the successful participation and achievement of expected outcomes as defined in the individual's Individual Service Strategy (ISS). Such achievements must be documented electronically and in the participant's file as the basis for an incentive payment.

Incentive payments may be awarded for the following goal accomplishments or activities:

- Attainment of a Degree or Certificate;
- Placement in Education; and
- Skill Gains

Incentive payments may be awarded as cash incentives only. Incentives must be **requested** within 90 days of the date earned.

Maximum Incentive Amount: Total incentive payments are not to exceed \$500 per person, per program year.

Incentive goals must be indicated on the Individual Service Strategy (ISS) and be a part of their employment plan.

### **Attainment of a Degree or Certificate**

High School Diploma or Equivalent: the participant must not possess this degree prior to enrollment; documentation will be a copy of the high school diploma, equivalent or official transcripts verifying completion of a diploma or equivalent. The documentation is to be in the participant's file for data validation and must include the date of completion.

Recognized Credential: the participant must not possess the credential prior to youth program enrollment, the credential must be earned during participation; documentation will be a copy of the certificate, degree or official transcript. The documentation is to be in the participant's file for data validation and must include the date of completion.

*Incentive amounts are indicated on the incentive payment chart.*

## **Placement in Education**

Enrolled in Post-Secondary Education or Training: the participant must enroll in or be enrolled in education during WIOA youth program participation; appropriate documentation includes a copy of training records or school transcripts. The documentation is to be in the participant's file for data validation and must include the begin date at the training facility.

*Incentive amounts are indicated on the incentive payment chart.*

## **Skill Gains**

Educational Functioning Level: documented achievement of at least one educational functioning level of a participant who is receiving instruction below the post-secondary level. **Testing will be conducted by Title II AEL Staff with the WIOA Case Manager entering the scores into the electronic Case Management System under the Literacy and Numeracy tab.** Documentation of pre & post test scores is required.

Meeting Academic Standards: Documentation of transcript or report card **showing sufficient progress is being made to successfully complete an academic goal.**

Established Training Progress: satisfactory or better progress report toward established milestones, such as completion of **benchmarks or milestones during** an apprenticeship program, completion of OJT (**midpoint or endpoint monitoring**) or similar milestones, from a training provider. Documentation of training progress reports from the training provider **or OJT monitoring forms** is required.

Passage of Trade-Related Exam: successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills is evidenced by trade-related benchmarks such as knowledge-based exams. Documentation of exam passage or acquired license is required. **Examples include Certified Nursing Assistant or Commercial Driver License exam. Civil service exams, typing test, etc.**

*Incentive amounts are indicated on the incentive payment chart.*

## **Payment Procedures**

Staff will forward the following to the fiscal department for payment of incentives:

- Incentive enrollment form
- Copy of ISS showing participant's goal and expected outcome
- Required documentation for the incentive to be paid

## Jefferson/Franklin Incentive Payment Chart

Goal must be indicated on the employment plan and the Individual Service Strategy (ISS) goal planning worksheet and met within the timeframe established in order to qualify for the incentive. Appropriate MoJobs services must be opened and service note(s) entered. Maximum Incentive Amount: Total incentive is not to exceed \$500 per person per program year. (See DOL TEGL 10-16 change 1 and **DWD Issuance 19-2017** for definition and documentation clarification)

<b>Attainment of Degree or Certificate (Earned during participation or follow up)</b>		
Attainment of a Recognized Credential	\$100	Copy of Certificate/Degree/Official Transcript
Attainment of High School Diploma	\$100	Copy of Diploma or Official Transcripts
Attainment of Equivalent	\$100	Copy of Equivalent
<b>Placement in Education</b>		
Started Post-Secondary Education or Training during participation	\$50	School Records/Training Records
<b>Skill Gains</b>		
Educational Functioning Level	\$50	Pre- and Post- Test Scores
Academic Standards	\$50	School Records (transcript/report card/school documents)
Established Training Progress	\$50	Training Progress Report/OJT monitoring forms
Passage of Trade-Related Exam	\$50	Training Records verify passage of exam