

Northwest Workforce Council

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POLICY AND PROCEDURE DIRECTIVES

DATE ISSUED: October 23, 2001 (Rev. 3, October 1, 2018)

SUBJECT: Learning Incentive Payments for Young Adults (Youth)

REFERENCE #: WIOA 01-24

BACKGROUND: Under WIOA, incentive payments are permitted to enrolled 1B Young Adults (Youth) participants if:

1. incentive payments are tied to the goals of the specific program;
2. outlined in writing before the commencement of program activities related to the payments;
3. aligned with the local program's organizational policies; and
4. issued in accordance with the requirements contained in 2 CFR part 200.

USDOL has determined that Incentive payments to WIOA Title 1B Young Adult (Youth) participants are permitted for recognition, achievement, and milestones directly tied to work-based (OJT, WEX) experiences, and education or training activities that are included in a participant's service strategy.

Limitations on Incentives:

WIOA funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, WIOA funds may not use incentives for recruitment, submitting eligibility documentation, or participation in the program.

ELIGIBILITY:

1. WIOA enrolled Young Adult (OSY or ISY) who is either active in services or in a follow-up activity;
 - A. Has a developed Individual Service Strategy outlining employment and training goals

For basic skills, literacy and numeracy incentives:

2. WIOA enrolled Young Adult (OSY or ISY) who has been determined to be basic skills deficient through a pre-test; and is in activities to address the deficiency; and require CASAS post-tests.

INCENTIVE OPTIONS:

Incentive options are connected to credential attainment, measurable skill gains, passage of an exam for an occupation or progress attaining technical/occupation skills as evidenced by trade-related benchmarks and attainment of full-time employment and retention. Incentives during follow-up may only assist with completion toward predetermined program goals.

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

<p>1. Completion for each GED subject test (a total of four (4) during participation or during the 12-month follow-up. Participant will be provided the GED incentive individually as each test is passed until the GED is obtained. The incentive amount will increase per test.</p> <p><i>Young Adults enrolled who have already completed one or more GED test(s) will <u>only be awarded</u> an incentive for the tests passed <u>during</u> IB program participation. However, payment will recognize past achievement and will start at the appropriate level (e.g.: If the participant passed two tests prior to enrollment, the third test will be awarded at the \$50.00 amount.)</i></p>	<p>First test: \$20.00</p> <p>Second test: \$30.00</p> <p>Third test: \$50.00</p> <p>Fourth test: \$100.00</p>
<p>2. Attainment of High School Diploma</p>	<p>\$100.00</p>
<p>3. Attainment of recognized post-secondary credential or occupation licensure, credentials must reflect attainment of a measure technical or/occupational skills necessary to obtain employment or advance within an industry/occupation based on standards developed or endorsed by employers or industry associations. Attainment of credential with an incentive of \$100.00 attached, may only happen ONCE over the duration of 1B active program participation.</p> <ul style="list-style-type: none"> • Associate degree • Occupational licensure (e.g.: Home Care Health Aid, Certified Nursing Assistant, CDL A) • Occupational certificate, including Registered Apprenticeship 	<p>\$100.00</p>
<p>4. Complete all scheduled Workplace Readiness Workshops, resulting in a measurable gain documented by competency demonstration:</p> <ul style="list-style-type: none"> • Young Adult must attend a minimum of 12 hours of workplace readiness classes documented through sign-in sheets. • A completed portfolio will serve as competency documentation: a final version of a cover letter, resume, and sample application. It is also encouraged that Young Adults participate in a mock-interview. 	<p>\$50.00</p>
<p>5. Complete Career Exploration Activity: Either two (2) job shadows or two (2) informational interviews or a combination of the two: one (1) job shadow and one (1) informational interview. Along with a short reflection on the experience(s). <i>Career Exploration Activities with an incentive of \$50.00 attached, may only happen twice over the duration of 1B active program participation.</i></p>	<p>\$50.00</p>

Basic skills, literary and numeracy incentives:	
<ul style="list-style-type: none"> • CASAS Post Test 	\$20.00
<ul style="list-style-type: none"> • Every grade gain, or its equivalency, above the 4th grade level as measured by pre- and post-tests up to grade 9 	\$50.00
<ul style="list-style-type: none"> • For every 1 high school credit earned as a result of basic skills training 	\$50.00

DOCUMENTATION FOR INCENTIVES:

1. Record of achievement to qualify for the award, documented in case file in MIS system.
2. Case note justification for the incentive and the amount based on policy.
3. Supporting document of attainment (copy of the credential/certificate/license, test scores/grades., etc.)
See Attachment 1

REFERENCE #: WIOA Sec. 129; 20 CFR 681.640; 2 CFR Part 200

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WIOA Young Adult (Youth) Incentive (Attachment 1)

Incentive	Required Documentation	Amount
GED subject test	<p>LEARNING INCENTIVE REQUEST with Manager approval</p> <p>Allowable documentation includes: Print out of test results showing passing, copy of certificate of completion</p> <p>Educational Achievement services closed with attainment date and documentation in MIS system</p>	<p>1. \$20 2. \$30 3. \$50 4. \$100.00</p>
Attainment of High School Diploma	<p>LEARNING INCENTIVE REQUEST with Manager approval</p> <p>Allowable documentation includes: unofficial transcripts, copy of diploma, letter from school system, school program or announcement with participant's name</p> <p>Educational Achievement services closed with attainment date and documentation in MIS system</p>	<p>\$100.00</p>
Post-secondary credential or occupation licensure	<p>LEARNING INCENTIVE REQUEST with Manager approval</p> <p>Allowable documentation includes: unofficial transcripts, copy of credential, school program or announcement with participant's name</p> <p>Occupational Skills services closed with attainment date and documentation in MIS system</p>	<p>\$100.00</p>
Completion of Workplace Readiness Workshops	<p>LEARNING INCENTIVE REQUEST with Manager Approval</p> <p>Allowable documentation includes: Attendance sheets and copy of pre/post-test</p> <p>Young Adult's (Youth) portfolio consisting of a cover letter, resume, and sample application.</p> <p>Documentation in MIS system of classes attended</p>	<p>\$50.00</p>
CASAS Post Test	<p>LEARNING INCENTIVE REQUEST with Manager approval</p> <p>Allowable documentation includes: copy of CASAS</p> <p>Documentation of service and progress made or not made in MIS</p>	<p>\$20.00</p>

Incentive	Required Documentation	Amount
Literacy or numeracy skill gain	<p>Excel Worksheet with Manager approval</p> <p>Allowable documentation includes: copy of pre and post CASAS test documenting that the participant was basic skills deficient and has made one (1) Education Functioning Level (EFL) gain up to grade 9</p> <p>Basic Skills services in MIS system documenting progress</p>	\$50.00
For every (1) high school credit earned as a result of basic skills training	<p>LEARNING INCENTIVE REQUEST with Manager approval</p> <p>Allowable documentation includes: unofficial transcripts, letter from the school, report card</p> <p>Basic Skills services in MIS system documenting progress</p>	\$50.00