

Policy: Learning Incentive Payments for Young Adults (Youth)
Number: WIOA 01-24, Revision 6
Effective: October 23, 2001 (Rev. 6, April 6, 2023)

BACKGROUND:

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

1. incentive payments are tied to the goals of the IB 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.

US Dept. of Labor (DOL) has determined that Incentive payments to WIOA Title IB Young Adult (Youth) participants are permitted for recognition, achievement, and milestones directly tied to work-based experiences (OJT, WEX, pre-apprenticeship), and education or training activities that are included in a participant's service strategy.

Washington State's Employment Security Department (ESD) restricted the issuance of incentives to be allowable for some youth program elements. NWC Policy covers the following:

- Tutoring, study skills training, instruction, and dropout prevention (1)
- Alternative secondary school services or dropout recovery services (2)
- Paid and unpaid work experience (3)¹
- Occupational Skills Training (4)
- Financial literacy (including follow up, 11 and 9)

WIOA emphasizes the importance of work-based learning with academic and occupational education components.

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.

A. 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 (ISS) outlining employment and training goals.
 - B. Has a modified ISS through ongoing assessment of need and documentation in the MIS model following agency documentation standards that identifies the participant's situation, need for

¹ Youth program element three includes Work Experience, OJT, job shadows, pre-apprenticeships

service, and expected outcome of service. The case note should identify that the participant was informed of incentive eligibility upon successful completion.

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-test.

B. INCENTIVE OPTIONS

Incentive options are connected to credential attainment, measurable skill gains, educational activities that improve academic success and financial literacy, 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 progress toward and completion of predetermined program goals, e.g., credential achievement, part time employment, full time employment, etc.

C. DOCUMENTATION FOR INCENTIVES:

1. An Incentive is identified in the case note for successful completion of the service activity.
2. Record of achievement to qualify for the award, documented in case file in MIS system.
3. Case note justification for the incentive and the amount based on policy.
4. Supporting documentation of attainment (copy of the credential/certificate/license, test scores/grades, case note etc.) See Attachment 1, Incentive Schedule

REFERENCES:

WIOA Sec. 129; 20 CFR 681.640; 2 CFR Part 200

ESD Policy 5621, Revision 5, [Incentive Payments to WIOA Title I Participants](#)

Attachment 1. Incentive Schedule – WIOA Title IB Young Adults (Youth)

Educational Achievements and Measurable Skill Gain Attainment for Secondary Education

MIS Service Entry	Achievement	Documentation	Incentive Amount
ALTERNATIVE SECONDARY SCHOOL SERVICES OR DROPOUT RECOVERY SERVICES (YOUTH ONLY)	Each GED subject test passed	Print out of test results showing passing. Allowable only for tests passed <u>during program participation</u> . MSG documented in the MIS system in the Test and Results Touchpoint.	\$50.00 per test
ALTERNATIVE SECONDARY SCHOOL SERVICES OR DROPOUT RECOVERY SERVICES (YOUTH ONLY)	Attainment of GED	Copy of the GED MSG documented in the MIS system in the Test and Results Touchpoint.	\$100.00 for the GED for a total not to exceed \$300.00
OSY: ALTERNATIVE SECONDARY SCHOOL SERVICES OR DROPOUT RECOVERY SERVICES (YOUTH ONLY) OR ISY: TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, AND DROPOUT PREVENTION (YOUTH ONLY)	Increase in Educational Functioning Level	CASAS Pre-test and Post test scores documented on the Learning Incentive Request, AND CASAS Pre and Post test score documented in the MIS system in the Test and Results touchpoint. Note: while the person may have made more than one grade level increase in educational functioning level, only one \$50.00 incentive may be issued for this per program year. The individual is no longer eligible for this incentive when they are no longer basic skills deficient (up to grade 9).	\$50.00 for achieving an increase in one or more educational functioning levels
TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, AND DROPOUT PREVENTION (YOUTH ONLY)	Measurable Skill Gain in Secondary School	Report card or transcripts showing that the student is receiving a grade C or higher, meeting the State’s academic standards. Must be a minimum of one high school credit.	\$50.00
TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, AND DROPOUT PREVENTION (YOUTH ONLY)	High School Diploma	Allowable documentation includes unofficial transcripts, copy of diploma, letter or email from school staff, school program or announcement with participant’s name, newspaper/web article with person’s name indicating graduation.	\$150.00

Educational Achievements for Financial Literacy

MIS Service Entry	Achievement	Documentation	Incentive Amount
FINANCIAL LITERACY (YOUTH ONLY)	<p>Successful completion of financial literacy workshop.</p> <p>NWC maintains a pre-approved list of appropriate financial literacy workshops. Other workshops require approval from program management. Participant may not receive an incentive for workshops that duplicate</p>	Certificate of completion or attendance record, or verification from workshop facilitator for a community workshop. learning objectives.	\$25.00
FINANCIAL LITERACY (YOUTH ONLY)	Completion of WA State self-sufficiency calculator	Summary report uploaded in the MIS system in service activity.	\$100.00
FINANCIAL LITERACY (YOUTH ONLY)	Successful completion of the approved LMS module for financial literacy.	Screen shot (with coordinator's signature/date)	\$25.00
FINANCIAL LITERACY (YOUTH ONLY)	<p>Completion of financial literacy related activity</p> <ol style="list-style-type: none"> 1. Opened a bank account (savings or checking). 2. Procured a credit report. 3. Create a household budget and savings plan. 4. Created a plan with actionable steps to prevent identity theft. Minimum of three (3) actionable steps outlined. 	Copy of document (<u>redact all PII/account information except name</u>)	\$25.00 (each activity)

Work Based Learning Incentives

MIS Service Entry	Achievement	Documentation	Incentive Amount
PAID AND UNPAID WORK EXPERIENCE WITH ACADEMIC/EDUCATION COMPONENT - <u>job shadowing</u> (YOUTH ONLY)	Completion of three (3) job shadows using the approved Learning Management system for virtual job shadow	Copy of case note for this MIS service entry that is date and signed by the coordinator indicating which virtual videos were completed and noting that the participant completed the reflective activity. Note: this incentive may be issued three times (for a total of nine virtual job shadows) as appropriate for the individual.	\$33.00
PAID AND UNPAID WORK EXPERIENCE WITH ACADEMIC/EDUCATION COMPONENT - <u>job shadowing</u> (YOUTH ONLY)	Completion of one, business-based, on-site job shadow activity and reflective question and answer sheet.	Copy of case note for this MIS service entry that is date and signed by the coordinator. Note: this incentive may be issued three times (or three business-based activities) as appropriate for the individual.	\$25.00
PAID AND UNPAID WORK EXPERIENCE WITH ACADEMIC/EDUCATION COMPONENT - pre-apprenticeship programs (YOUTH ONLY)	Registration in and completion of first week of pre-apprenticeship class for a key sector occupation (or occupation that supports keys sectors).	Registration receipt uploaded in the MIS system with case note.	\$100.00
PAID AND UNPAID WORK EXPERIENCE WITH ACADEMIC/EDUCATION COMPONENT - <u>pre-apprenticeship programs</u> (YOUTH ONLY)	Successful completion of a pre-apprenticeship program	Documentation of successful completion from the provider	\$100.00
PAID AND UNPAID WORK EXPERIENCE WITH ACADEMIC/EDUCATION COMPONENT -	1. Successful completion of one week, on time, no absences 2. Successful completion of three months with satisfactory progress achieved	1. Case note added in the MIS System; Time sheets. 2. Case note and Internship Evaluation (Completed Work Readiness Profile)	1. \$100.00 2. \$500.00
JOB TRAINING	Successful completion	Voucher with Progress report	\$100.00

OPPORTUNITIES (YOUTH ONLY)	of the first month of an On-the-Job Training (OJT)	uploaded in MIS	
JOB TRAINING OPPORTUNITIES (YOUTH ONLY)	Successful completion of an OJT training plan resulting in a permanent hire with the OJT business	Collateral contact case notes of employer verification Pay stubs Letter from employer Final evaluation of training plan	\$100.00

Credential and Measurable Skill Gain attainment for Occupational Skills

MIS Service Entry	Achievement	Documentation	Incentive Amount
OCCUPATIONAL SKILLS (YOUTH ONLY)	Registration in and completion of first week of classroom training or pre-apprenticeship class for a key sector occupation (or occupation that supports keys sectors).	Registration receipt uploaded in the MIS system with case note.	\$100.00
OCCUPATIONAL SKILLS (YOUTH ONLY)	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.	Copy of post-secondary credential. <ul style="list-style-type: none"> • Associate degree • Occupational licensure (e.g.: Home Care Health Aid, Certified Nursing Assistant, CDL A, Forklift, Flagging) <p>Note: Attainment of credential with an incentive of \$100.00 attached, may only happen ONCE over the duration of IB active program participation or follow up period.</p>	\$100.00
OCCUPATIONAL SKILLS (YOUTH ONLY)	Measurable Skill Gain in post-secondary training	Report card or transcripts showing that the student is receiving a grade C or higher, meeting the State's academic standards. Must enrolled in full time training. <p>Note: only individuals enrolled in a training program that is expected to last two or more academic quarters are eligible for this incentive. This incentive may be issued once per program year.</p>	\$50.00 (X3)

Unsubsidized Employment

The objective of skill training and/or work-based activities is to prepare young adults for unsubsidized employment. Young adults who participated in any training or work-based activity is eligible to receive incentives for obtaining and retaining employment that leads to self-sufficiency.

MIS Service Entry	Achievement	Documentation	Incentive Amount
Case notes or entry of a follow up service	Obtaining Unsubsidized part time employment (Min 18 up to 29 hours per week and paid after one week on job)	Collateral contact case notes of employer verification Pay stubs Letter from employer	\$150.00
Case notes or entry of a follow up service	Obtaining Unsubsidized Full Time Employment (min 30 hours per week and paid after one week on job)	Collateral contact case notes of employer verification Pay stubs Letter from employer	\$500.00
Follow up service entry	3-month retention in unsubsidized employment ²	Collateral contact case notes of employer verification Pay stubs Letter from employer	\$500.00

² Three-month retention in employment does not require retention with the same employer. Employment retention has been achieved with ongoing attachment with the labor force. A minimal break in employment lasting less than three weeks is considered a successful outcome.