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Southeast Region WIOA Youth Incentive Policy

BACKGROUND:

WIOA Youth programs are driven by performance outcomes. Therefore incentives encourage successful completion of activities which are beneficial to youth, program providers, and ultimately local areas. Based on this premise, the following youth incentive policy and procedures are established.

POLICY:

The criterion for incentive awards is tied to the youth performance outcomes as established by WIOA. Incentives may be awarded to youth based upon their progress and/or achievement of the performance outcomes outlined in their Individual Service Strategies (ISS). Incentives may only be paid for WIOA Youth activities. Dual enrolled youth are not eligible for incentives related to non-Youth activities (I.E. A participant enrolled in WIOA Youth and WIOA Adult cannot be paid an incentive for completing WIOA Adult classroom training.)

Incentives shall be paid to participants for the following:

- HiSet Credential attainment
- High School Diploma attainment
- Recognized Post-Secondary Credential attainment
- Increase in Educational Functional Level (EFL)
- Successful OJT

Maximum total incentives per participant can total no more than $500.00 per Program Year. Program year runs from July 1 through June 30. Program Year is based on upon when the Incentive was earned, not when it was paid. A participant may receive more than one incentive for the achievement of multiple progresses or achievements. Due to availability of funds, incentive amounts may vary throughout a program year. Incentives must be tied to a WIOA Youth activity. Incentives are not allowed during follow-up.

Requests for incentives **must** be submitted within 60 days of attainment for incentive payout. Failure to meet this requirement will result in denial of the payment.

Any incentive beyond this policy may be approved on a case-by-case basis by the WDBSE President/ COO. Proper documentation must be provided and approval granted prior to payment.

Missouri Division of Workforce Development is an equal opportunity employer-
program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services dial 711.
Effective 06/16/2018, Revised September 1, 2018, Updated May 23, 2019, Updated August 29, 2019, Updated October 16, 2019, Updated August 4, 2020, Updated December 6, 2021, Updated January 2023, Reviewed June 2024, Updated January 2026, Revised November 2026.

PROCEDURES:

The following procedures shall be followed in the issuance of incentives:

HiSet Credential attainment ($100.00)

Participants are authorized to receive an incentive award for successful completion of their HiSet. The amount of the HiSet incentive will be $100.00. In order to receive the incentive, documentation in the form of a copy of the HiSet Certificate will be submitted. In lieu of this documentation, staff may verify the information via transcript.

In order to process the incentive, the required documentation will be stored in the state's case management system and documented in the appropriate tabs in MoJobs; with case notes in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation and MoJobs note) will be submitted for approval to the Youth Program Management.

High School Diploma attainment ($100.00)

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a High School diploma. The amount of the incentive is $100.00. In order to receive the incentive, documentation, in the form of a copy of the diploma or transcripts, must be submitted.

In order to process the incentive, the required documentation will be stored in the state's case management system and documented in the appropriate tabs in MoJobs; with case notes in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation and MoJobs note) will be submitted for approval to the Youth Program Management.

Recognized Post-Secondary Credential attainment ($100.00)

Participants, enrolled in post-secondary at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a recognized degree or credential through post-secondary education. The amount of the incentive is $100.00. In order to receive the incentive, documentation in the form of a copy of the diploma, certificate, or transcript must be submitted.

In order to process the incentive, the required documentation will be stored in the state's case management system and documented in the appropriate tabs in MoJobs; with case notes in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation and MoJobs note) will be submitted for approval to the Youth Program Management.

Increase in Educational Functioning Level (Literacy and Numeracy Gains) ($20.00)

Participants enrolled in Adult Education, whose initial testing results demonstrate basic skills deficiency, as defined as an Educational Functional Level of 4.0 or lower (< 9.0 grade level equivalency) in one or more of the three functional areas (math, reading or language), are authorized to receive an incentive for increasing one or more EFL in any deficient area. Participants are eligible to receive a $20.00 incentive for each attainment of a full one point increase in any subject area previously determined basic skill deficient.

In order to process the incentive, the required documentation will be stored in the state's case management system and documented in the appropriate tabs in MoJobs; with case notes in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation and MoJobs note) will be submitted for approval to the Youth Program Management.

Successful On-The-Job Training (OJT)

Participants, 18 years of age or older with a High School diploma or equivalent, who are enrolled in On-the-Job Training (OJT) are authorized to receive an incentive award for successful mid-point monitoring as well as successful completion of the OJT. The OJT Training Outline must be written for a minimum of 480 hours to be eligible for this incentive. This award shall only be given of OJT funded by WIOA Youth. The amount of the incentive is:

Mid-point monitoring showing successful skills gain - $50.00
Successful completion- $100.00

To be considered successful mid-point monitoring for the purpose of incentives, monitoring should be completed as closely to 50% of the contracted hours as possible, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on two or more outlined activities. To be considered successful completion for the purpose of incentives, all contracted hours must be met, activity must be closed successfully, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on all outlined activities. In order to receive the incentive, documentation in the form of a mid-point monitoring report, progress reports, or end-point monitoring must be submitted.

In order to process the incentive, the required documentation will be stored in the state's case management system and documented in the appropriate tabs in MoJobs; with case notes in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation and MoJobs note) will be submitted for approval to the Youth Program Management.