

Attachment 17



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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)
- High School grades at B- or better
- Post-secondary/Vocational School GPA at 3.0 or higher
- Successful OJT
- Successful Work Experience

Maximum total incentives per participant can total no more than \$1000.00 per Contract Year. Contract year runs from October 1 through September 30. Contract 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 contract year. Incentives must be tied to a WIOA Youth activity. Incentives are not allowed during follow-up.

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

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 Southeast region President/COO, June O'Dell. Proper documentation must be provided and approval granted prior to payment.

PROCEDURES:

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

HiSet Credential attainment (\$250)

Participants are authorized to receive an incentive award for successful completion of their HiSet. The amount of the HiSet incentive will be \$250. 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 placed in the youth's hard copy file 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 (\$250)

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 \$250.00. 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 placed in the youth's hard copy file 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 (\$250)

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 \$250.00. 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 placed in the youth's hard copy file 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) (\$50)

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 \$50 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 placed in the youth's hard copy file and documented in the appropriate MoJobs screens; 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 Grades (See Below)

Participants, enrolled in high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a grade of "B-" or better, in each subject, at the end of each formal grading period. This award shall be given no more than once per school quarter. The amount of the incentive is: A - \$10, B - \$5. In order to receive the incentive, documentation in the form of a formal grade card must be submitted. Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only.

In order to process the incentive, the required documentation will be placed in the youth's hard copy file and documented in the appropriate MoJobs screens, case noted 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.

Post-secondary/Vocational School GPA (See Below)

Participants, enrolled in post-secondary or vocational education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a GPA of 3.0 or above, at the end of each formal grading period. This award shall be given no more than once per school quarter if on quarter system or once per semester if on semester system, and may only be awarded up to two times per participant per contract year. The amount of the incentive is:

- 3.0 – 3.49 \$30
- 3.5 -3.9 \$60
- 4.0 \$100

Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only. In order to receive the incentive, documentation in the form of a copy of the transcript must be submitted.

In order to process the incentive, the required documentation will be placed in the youth's hard copy file and documented in the appropriate MoJobs screens, case noted 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) (See Below)

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 - \$100.00

Successful completion- \$200.00

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 placed in the youth's hard copy file and documented in the appropriate MoJobs screens, case noted 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 Work Experience (See Below)

Participants who are enrolled in Work Experience are authorized to receive an incentive award for successful mid-point monitoring as well as successful completion. This award shall be awarded no more than 2 times per contract year. This does not include any special Youth Work Experience programs such as Summer Jobs League or *Scholars@Work*. To be eligible for this incentive, the Work Experience Training Plan must be written for the current maximum amount allowed by state policy. 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 the half-way or mid-point 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 placed in the youth's hard copy file and documented in the appropriate MoJobs screens, case noted 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.