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WIOA Work Experience Completion Incentive Initiative – January 2025 through June 2025

Policy Statement

This short-term policy establishes the guidelines for providing incentives to WIOA participants upon successful completion of a work experience activity during 1/1/25-6/30/25. This incentive is designed to encourage and reward participation, skill development, and achievement of milestones aligned with the participant's Individual Employment Plan (IEP).

Purpose

To support participants in achieving program goals and to recognize the successful completion of work experiences, which are is a key component of WIOA services.

Eligibility Criteria

1. The participant must be enrolled in a WIOA Program.
2. The work experience activity must be documented in the participant's IEP as part of their service plan.
3. The participant must successfully complete the work experience, meeting all performance expectations outlined in the training plan.
4. Completion must be verified through documentation, such as:
 - Employer evaluation or feedback.
 - Attendance/Timesheets showing hours worked.
 - Confirmed entry into employment and/or education.
5. Participants training plan must have a minimum of 120 hours.

Incentive Structure

1. Incentives will be provided in the form of direct deposit.
2. The allowable incentive amount for work experience completion is \$200.00 per participant that successfully completes their work experience during the timeframe of 1/1/25-6/30/25.

Disbursement Procedure

1. Program staff will verify completion of the work experience and document the achievement in the participant's electronic case file, including:
 - IEP updates.
 - Signed employer evaluation form.
 - Attendance/Timesheet records.
 - Successful work experience activity closure.
 - Completion case notes.
2. Once completion is confirmed, staff will submit an incentive request to the program manager for approval.
3. Incentives will be issued by subcontractor within 7-10 business days of approval.

Funding and Compliance

1. All incentives will be funded through this six-month special initiative and must comply with applicable federal, state, and local guidelines.
2. Incentive disbursements will be tracked and reported in the participant's electronic file in the MOJobs Case management System.
3. The total amount of incentive per completer will not exceed the \$200.00 during the budgeted timeframe.

Prohibited Activities

1. Incentives cannot be given as a form of compensation or wage replacement.
2. Incentives must not be cash payments or gift cards convertible to cash.
3. Incentives cannot be provided for general participation or attendance unrelated to measurable program goals.

Review and Evaluation

This policy will be reviewed regularly to ensure compliance with federal, state, and local workforce regulations. Adjustments will be made as needed to align with funding availability and program requirements.

Effective January 2025-June 2025