

Incentives

Purpose

This policy provides guidance and establishes procedures for providing payment of incentives for Adult, Dislocated Worker and Youth who achieve established goals as a result of Workforce Innovation and Opportunity Act (WIOA) program participation.

References

- WIOA (Public Law 113-128)
- Title 20 Code of Federal Regulations (CFR) “WIOA, Notice of Proposed Rule Making” (NPRM), Section 681.650

Policy

Incentives are allowable under WIOA of 2014. Incentives must be tied to program goals on the Individual Employment Plan (IEP) provided in accordance with the requirements in 2 CFR 200.

Awarding of incentives is a means to encourage participation and reward achievement and attainment of individual goals that lead to successful outcomes and/or successful completion from the WIOA Programs.

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Incentives may be given to participant if the provision of an incentive is documented in the participant’s IEP. The IEP should describe the plans for preparing the client for post-secondary education and/or employment, finding effective connections to the job market and employers, and understanding the links between academic and occupational learning, and setting and achieving goals.

Incentives are not an entitlement and are contingent upon available grant funding. Youth incentives may not include entertainment costs such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. (2 CFR Part 200)

Procedures

Incentive payments will be awarded using gift cards. Incentives shall not include disbursement of cash or checks payable to eligible participants. All incentives shall be documented in the participant’s IEP with supporting documentation and the gift card serial number retained in the participant file in accordance with AJCC’s established records retention policy.

Incentives may be awarded at any point from the date of enrollment through the 12-month follow-up period.

Adult / Dislocated Worker Incentives for Active Program Participants	
\$25.00	<p>Entered into Unsubsidized Employment - a <i>one-time incentive</i></p> <p>Participant shall provide a copy of an original check stub as proof of employment.</p> <p>NOTE: <i>A copy of the original check stub, or if self-employed, a copy of business license (with date of license) shall be attached to the AJCC Adult Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Attainment of High School Diploma or GED</p> <p>This incentive is available to enrolled participants who obtain a secondary school diploma or equivalent within their active period of enrollment. Participants in Follow-up are not eligible for this incentive. Participant shall provide an original Diploma or GED from a recognized secondary or alternative education institution.</p> <p>NOTE: <i>A copy of the original Diploma or GED Certificate shall be attached to the Adult and Dislocated Worker Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Exemptions</p> <p>Provide proof of qualifying performance exemptions (ex: Incarceration, medical, etc.)</p>
Adult / Dislocated Worker Incentives for Follow-up Participants	
\$25.00	<p>Unsubsidized Employment within the Second (2nd) Quarter of Follow-up</p> <p>Participant shall provide an original check stub with a date that falls within the 2nd quarter follow-up as proof of employment.</p> <p>NOTE: <i>A copy of the original check stub, or if self-employed a copy of their business license (with date of license) shall be attached to the Adult and Dislocated Worker Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Unsubsidized Employment within the Fourth (4th) Quarter of Follow-up</p> <p>Participant shall provide an original check stub with a date that falls within the 4th quarter of follow-up as proof of employment.</p> <p>NOTE: <i>A copy of the original check stub, or if self-employed, a copy of their business license (with date of license) shall be attached to the Adult and Dislocated Worker Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Proof of Re-enrolled in Secondary Education or GED Course (out-of-school HS diploma only)</p> <p>Participant shall provide proof of enrollment.</p> <p>NOTE: A copy of each document noted above shall be attached to the Adult/Dislocated Worker Program Incentive Form when submitted to the AJCC office.</p>

\$25.00	<p>Attainment of High School Diploma or GED</p> <p>This incentive is available to enrolled participants who obtain a secondary school diploma or equivalent within their active period of enrollment. Participant shall provide an original Diploma or GED from a recognized secondary or alternative education institution.</p> <p>NOTE: <i>A copy of the original Diploma or GED Certificate shall be attached to the Adult and Dislocated Worker Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Proof of enrollment in a post-secondary institution in the 2nd and 4th Quarter of the Follow-up period.</p> <p>Participant shall provide proof of enrollment.</p> <p>NOTE: <i>A copy of each document noted above shall be attached to the Adult and Dislocated Worker Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Attainment of Post-Secondary Degree / Certificate:</p> <p>Participant shall provide a copy of the original Certificate of Completion from a post-secondary institution.</p> <p>NOTE: <i>A copy of the applicable document shall be attached to the Adult and Dislocated Worker Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>In Program Skills Gain as indicated in IEP.</p>
\$25.00	<p>Attending the Workforce Development Board meeting to share Success Story.</p>
Youth Incentives for Active Youth Program Participants:	
\$25.00	<p>Entered into Unsubsidized Employment - a one-time incentive</p> <p>Participant shall provide a copy of an original check stub as proof of employment.</p> <p>NOTE: <i>A copy of the original check stub, or if self-employed, a copy of business license (with date of license) shall be attached to the AJCC Adult Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Proof of reenrollment in a secondary institution</p> <p>Participant shall provide proof of enrollment, sufficient attendance (applicable to secondary only), and an original report card from their first quarter.</p> <p>NOTE: <i>A copy of each document noted above shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Attainment of High School Diploma or GED</p> <p>Participant shall provide and original diploma or GED certificate as proof.</p> <p>NOTE: <i>A copy of the diploma or GED certificate shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>

\$25.00	<p>Proof of enrollment in a post-secondary institution</p> <p>Participant shall provide proof of enrollment, sufficient attendance (applicable to secondary only), and an original report card from their first quarter.</p> <p>NOTE: <i>A copy of each document noted above shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Successful completion of a post-secondary institution</p> <p>Participant shall provide an original Certificate of Completion or Diploma from a training provider as proof.</p> <p>NOTE: <i>A copy of the Certificate of Completion or diploma shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
<p><u>Incentives for Youth Participants in Follow-up:</u></p> <p>These incentives are only applicable to youth program participants whose exit documentation has been processed by the AJCC staff and who are recognized in the WIOA system as an individual in need of active follow-up.</p> <p>Appropriate incentives/stipends and limitations on the dollar amounts are as follows:</p>	
\$25.00	<p>Proof of employment in 2nd and/or 4th Quarter of the Follow-up period.</p> <p>Participant shall provide an original check stub as proof of employment.</p> <p>NOTE: <i>A copy of the original check stub shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Proof of Re-enrolled in Secondary Education or GED Course (out-of-school HS diploma only)</p> <p>Participant shall provide proof of enrollment.</p> <p>NOTE: <i>A copy of each document noted above shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Proof of enrollment in a post-secondary institution in the 2nd and 4th Quarter of the Follow-up period.</p> <p>Participant shall provide proof of enrollment.</p> <p>NOTE: <i>A copy of each document noted above shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Achievement of a Certificate of Completion (i.e. a widely accepted occupational certificate) by the 3rd Quarter of the Follow-up period (only applicable to Older Youth at time of application).</p> <p>Participant shall provide a copy of the original Certificate of Completion.</p> <p>NOTE: <i>A copy of the applicable document shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>

\$25.00	<p>Attainment of Degree / Certificate:</p> <p>Participant shall provide a copy of the original Certificate of Completion.</p> <p>NOTE: <i>A copy of the applicable document shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>Proof of enlistment in Military Service or a qualified Apprenticeship program by the 2nd Quarter of the Follow-up period.</p> <p>Participant shall provide acceptable proof of enlistment in a division of Military Service or acceptance into a qualified Apprenticeship program.</p> <p>NOTE: <i>A copy of the applicable document shall be attached to the Youth Program Incentive Form when submitted to the AJCC office.</i></p>
\$25.00	<p>In Program Skills Gain as indicated in IEP.</p>
\$25.00	<p>Attending the Workforce Development Board meeting to share Success Story.</p>