

SNAPSHOT

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| Subject: | WIOA Title I Young Adult Incentive Payments |
| Policy Number: | ADWDB-XX-2019 |

PURPOSE

To provide comprehensive guidance that ensures compliance with the Workforce Innovation and Opportunity Act (WIOA) requirements for the provision of incentive payments to WIOA Title I Young Adult participants.

BACKGROUND

WIOA provides for a workforce system that is universally accessible and customer centered, with an emphasis on work-based learning and classroom training that is job driven. Among the many service options available to WIOA young adult participants are young adult incentive payments. WIOA encourages the use of incentive payments whenever appropriate to ensure successful program participation in work experiences, education or training.

INCENTIVE PAYMENTS FOR YOUNG ADULTS

20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences.” This policy provides guidance and procedures governing the award of incentives and ensures that such incentive payments are:

- Tied to the goals of the young adult program and the young adult’s individual service strategy (ISS)
- Outlined in writing before the commencement of program activities related to the payments
- Align with Arapahoe/Douglas Works! policies; and
- In accordance with the requirements contained in 2 CFR part 200.

NOTE: The milestones to be achieved must be documented in the individual service strategy (ISS) prior to the start of the work experience, education or training activity, and must be milestones identified as allowable in local policy. Each milestone listed in the ISS that will result in an incentive payment should include the amount and type of payment that will occur.

NOTE: An incentive payment may be used to recognize completion of a work experience, education or training activity if it is tied to a milestone documented in local policy and the ISS. Incentive payments may **not** be used to recognize attendance in any activity, and are **not** considered to be stipends. At this time, Arapahoe/Douglas Works! does not use stipends.

CASE FILE DOCUMENTATION

The following documentation is required when young adult incentive payments are being used:

- ISS that outlines how incentive payments may result from the achievement of specific work experience, education or training goals, and that is dated prior to the commencement of these activities;
- Entry of the IN service in Connecting Colorado when the incentive payment is made, which includes a note referencing the ISS goal that has been achieved;
- If the incentive payment is related to an outcome with its own documentation requirement (such as a credential), the outcome must be documented.

| Activity/Milestone | Incentive Amount |
|--|---|
| Basic Skills Education / Secondary Education / Postsecondary Education | \$50 for 'A' semester average \$40 for 'B' semester average \$30 for 'C' semester average |
| Completion of high school diploma or high school equivalency; Completion of industry recognized occupational credential, which may include, but is not limited to, a degree, licensure, and/or certificate | Completion of high school diploma or high school equivalency=\$100 Completion of occupational credential, which may include, but is not limited to, a degree, licensure, and/or certificate =\$150 |
| Obtained employment (indirect job placement) <u>and</u> maintained employment for at least 30 days Employment Retention | 1st Scenario: \$50 2nd Scenario: \$25 for 3 month retention \$50 for 6 month retention \$75 for 9 month retention \$100 for 12 month retention |
| 1st Scenario: Post TABE Test score reflects an increase of 1 functioning level (not reaching the 9th grade level) or; 2nd Scenario: Post TABE Test score reflects an increased functioning level (at or above 9th grade level) | 1st Scenario: \$25 incentive payment or; 2nd Scenario: \$50 incentive payment |
| Activity (which may include, but is not limited to, leadership, career/employment workshops, passage of occupational/employer exam, satisfactory or better progress reports for training/educational activities, etc.). The recognition and achievement of the activity must be directly tied to goals as outlined. | \$25 value (refer to Guidance) |
| Completion of Work Training Experience (which may include, but is not limited to, On-the-Job Training, Pre-Apprenticeship, Summer Work Training Experience, etc.). Direct job placement at work-based learning site from a Work Training Experience (which may include, but is not limited to, On-the-Job Training, Pre-Apprenticeship, Summer Work Training Experience, etc.). | 1st Scenario: \$100 2nd Scenario: \$200 |