

# SNAPSHOT

Subject:	WIOA Title I Young Adult Incentive Payments
Policy Number:	ADWDB-XX-2021

ALL JANUARY 2021 REVISIONS ARE HIGHLIGHTED IN YELLOW

## 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. A stipend typically is used in lieu of an hourly pay rate to address attendance and will be documented in Connecting Colorado using the ST activity code, an administrative service that does not impact participation. At this time, Arapahoe/Douglas Works! does not use stipends.

Incentives **may be paid** for the above achievements during participation or they **may be paid** during follow-up for:

- achievements completed during participation but recognized after exit;
- a credential awarded during follow-up for completion of work experience, education or training completed during participation; or
- the achievement of unsubsidized employment that occurs for the first time during the follow-up period.

Incentive payments **may not** be provided for completion of milestones during follow-up, such as job retention.

Incentive Payments (only allowable for eligible WIOA Young Adults)

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 =\$125
1st Scenario: Post TABE or CASAS assessment score reflects an increase of 1 functioning level (not reaching the 9th grade level) per subject;  2nd Scenario: Post TABE or CASAS assessment score reflects an increased functioning level (at or above 9th grade level) per subject.	1st Scenario: 1st Scenario: \$25 incentive payment  2nd Scenario: \$50 incentive payment
Completion of Work Based Learning activity (which may include, but is not limited to, On-the-Job Training/Learning, Pre-Apprenticeship, Paid Internship (Work Experience), Apprenticeship). OR  Completion of Work Based Learning activity AND direct job placement at or through work-based learning site.	1st Scenario: \$100  2nd Scenario: \$200