

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

INCENTIVE POLICY 18-13.1

DATE OF ISSUE

April 25, 2019

EFFECTIVE DATE

April 26, 2019

APPLICABILITY

Workforce Innovation and Opportunity Act (WIOA) Youth Participants.

PURPOSE

Incentives are a way to encourage workforce participant's participation or to reward participants for achieving specific elements with work experience, education, or training indicated in the participant's employment plan

BACKGROUND

Participant incentive programs have been proven to motivate participants resulting in enhanced skills for future employment and education.

ACTION

This policy authorizes the Administrative Entity or Fiscal Agent to establish and issue participant incentives through programs where participant incentives are allowed under WIOA. Service providers must add the incentives they intend to issue in their contracts each year.

INCENTIVES

The purpose of incentive awards is to reward participants that accomplish a goal that the service provider helped set. Example: Attainment of Degree or Certificate, Work Readiness Skills Attainment, Placement and Retention in Employment or Education, or Skill Gains, but not

limited to. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the IEP. Such achievements must be documented in New Mexico Workforce Connection Online System (NMWCOS). Incentives cannot be given for any political affiliation. 20 CFR 681.640 that states: Federal funds may not be spent on entertainment costs. Incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

If the youth has exited and is in follow-up status, they are still eligible to receive incentives.

- A. Attainment of a Degree or Certificate for high school diploma or GED incentive: Up to \$300.00 Maximum

The participant must not possess this degree prior to enrollment; documentation will be a copy of the high school diploma, GED or official transcripts verifying completion of a diploma or GED.

For recognized credential incentive: the participant must not possess the credential prior to youth program enrollment; documentation will be a copy of the certificate, degree or official transcripts.

- B. Work Readiness Skill Attainment: Up to \$100.00 Maximum

Documentation will be test scores indicating level of increase in Reading, Language or Math; copy of work readiness pre and post test scores; transcript indicating completed courses for one year or a minimum of two semesters related to reading, language or math skills. The

documentation must indicate progression of score levels in one of the three levels.

C. Placement in Employment or Education: Up to \$100.00 Maximum

Entered Employment; the participant must obtain employment after enrollment in the program. A copy of employment information which may include check stub, letter of employment, etc. is to be in the participant's file online. Placement in Employment including Military; the participant must enlist during WIOA youth program participation or have already enlisted prior to youth participation. Appropriate documentation includes a copy of military records in the participant's file online. Enrolled in Post-Secondary Education or Training; the participant must enroll in or be enrolled in education during WIOA youth program participation. Appropriate documentation includes a copy of training records or school transcripts.

D. Financial Literacy and Community Service Incentives: Up to \$100.00 Maximum

The participant must complete the Financial Literacy training and obtain a certificate of completion. A copy of certificate must be in participant's online file.

E. Community Service: Up to \$100.00 Maximum

The participant must complete the Community Service hours and obtain a letter of completion from the organization. A copy of the letter must be in participant's online file.

NOTE: Incentives may be given once per category, per program year, per participant. Participants may qualify for several categories per program year.

F. Payment to Participants

Dependent on the program/funding source, participants may receive their monetary incentives directly from the Board's service provider or by the Board's fiscal agent. These would be separate payments aside from payroll. An Incentive Request and Approval Form must be completed and documented in NMWCOS to authorize the incentive payments.

Service providers are responsible for overall tracking and reporting on participant incentives as specified in their sub grants or contracts.

INQUIRIES

WIOA Administrative Entity; (575) 744-4857.

ATTESTED

This policy was approved through board resolution on April 25, 2019

SAWDB Board Chair Signature

Date