



WIOA Youth/Aspire Program Incentive Policy

Purpose Statement:

Since WIOA Youth programs are driven by performance outcomes, incentives encouraging successful completion are beneficial to youth, program providers and ultimately local areas. Based on this premise, the following youth incentive policy and procedures are established in accordance with DWD Issuance 03-2015 and TEGL 21-16.

Policy:

The criterion for incentive awards is tied to the youth performance outcomes as established by WIOA. Incentives may be awarded to participant based upon their progress and/or achievement of milestones in the program tied to work experience, education, or training outlined in their Individual Service Strategies (ISS) and/or Employment Plan.

A participant may receive more than one incentive for the achievement of multiple outcomes. For purposes of this document, at any point during the program refers to participation in WIOA Youth. No incentives will be awarded to participants during the 12 month follow-up period or after the participant has exited follow-up. Due to availability of funds, incentive amounts may vary throughout a program year. The total dollar amount a participant can receive in incentives shall not exceed \$1,000 per program year dependent on funding availability.

In order to process the incentive, the required documentation will be placed in the participant's hard copy file, documented in the appropriate MoJobs screens, and case noted in MoJobs demonstrating the criteria to receive the incentive has been met. A completed Incentive Request Form (with supporting documentation) will be submitted for approval to the Workforce Development Supervisor or Designee.

Procedures:

The following procedures shall be followed in the issuance of incentives:

HiSET Credential Incentive Award (\$200-\$300)

Participants who earn their high school equivalency after the date of participation, or at any point during the program, are authorized to receive an incentive award for successful completion of the HiSET. Participants will be eligible an incentive based on their total scaled score: \$200 for 45-60, \$250 for 61-74, \$300 for 75-100. In order to receive the incentive, documentation in the form of a copy of the HiSET transcript or Comprehensive Score Report indicating scores will be submitted.



Diploma Incentive Award (\$100)

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a high school diploma. The amount of the incentive is \$100.00. In order to receive the incentive, documentation, in the form of a copy of the diploma or transcripts, will be submitted.

Post-Secondary Degree and/or Certificate Credential Incentive Award (\$100)

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a degree or credential through advanced training or post-secondary education. The amount of the incentive is \$100.00. In order to receive the incentive, documentation in the form of a copy of the diploma, certificate, or transcript will be submitted.

High School Grades Incentive Award (\$5-25)

Participants, enrolled in high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a grade of "C" or better, in each subject, at the end of each formal grading period. This award shall be given no more than once per school quarter. High School Grade Incentives will not be paid for "C" or better grades at the end of any formal grading period in which the participant earned "F" or "Failing" grades for any High School class/course. Participants will be eligible to receive: \$15 for A's, \$10 for B's, and \$5 for C's. In order to receive the incentive, documentation in the form of a formal grade card will be submitted. Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only.

Participants, enrolled in adult high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a passing grade in each subject, upon completion of course. This award shall be given no more than once per course. Participants will be eligible to receive: \$25 for A's, \$20 for B's, and \$10 for C's. In order to receive the incentive, documentation in the form of a formal grade card will be submitted. Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only.

Advanced Training/Post Secondary GPA Incentive Award (\$20-\$40)

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a GPA, in each subject, at the end of each formal grading period. This award shall be given no more than once per school quarter if on quarter system or once per semester if on semester system. Participants will be eligible to receive: \$40 for 4.0, \$35 for 3.5-3.9, \$30 for 3.0-3.49, \$20 for 2.5-2.9. Participants enrolled



in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only. In order to receive the incentive, documentation in the form of a copy of the transcript will be submitted.

Literacy and Numeracy Gains Incentive Award (\$50-\$100)

Participants, whose initial long TABE results demonstrate basic skills deficiency, as defined as an Educational Functional Level of 4.0 or lower (< 9.0 grade level equivalency) in one or more of the three functional areas (math, reading or language), at the date of participation or at any point during the program are authorized to receive an incentive for increasing one or more EFL in any deficient area.

- o Participants are eligible to receive a \$50 incentive for each attainment of a full one point increase in an EFL previously determined basic skill deficient.
- o Those participants who achieve an EFL of 5.0 or higher (9.0 or higher grade level equivalency) in one of the three functional areas, previously determined basic skill deficient, will be eligible for a one time incentive of \$100 in that area in lieu of the \$50 incentive.

Successful Completion of Work Experience Incentive Award (\$50)

Participants who take part in a work experience associated with an ISS identified goal and receive a minimum of 80% satisfactory rate on their final performance review during WIOA Youth participation are authorized to receive an incentive award. The amount of the incentive is \$50. In order to receive the incentive, documentation in the form of a participant evaluation form will be submitted.

National Career Readiness Certificate (NCRC) Incentive Awards (\$30-\$120)

Participants are authorized to receive an incentive award for achieving various levels of a certificate on the National Career Readiness Examination after the date of participation or at any point during the program. Participants are eligible to receive: \$30 for completion of the NCRC and achievement of a Bronze level certificate, \$60 for completion of the NCRC and achievement of a Silver level certificate, \$90 for completion of the NCRC and achievement of a Gold level certificate, and \$120 for completion of the NCRC and achievement of a Platinum level certificate. Participants will only be eligible to receive this incentive once during their participation. No incentives will be paid for re-testing. In order to receive the incentive, documentation in the form of a copy of the test results or certificate will be submitted.

Incentive Pay Schedule – Ozark Region WIOA Youth Program

Credential Incentive	Amount	Required Information
HiSET Credential*	81-100: \$300 61-80: \$250 45-60: \$200	HiSET transcripts or Comprehensive Score Report indicating passing score
HS Diploma*	\$100	Copy of diploma or transcripts required
Post-Secondary Degree/Certificate*	\$100	Copies of Diploma, Certificate, and/or transcripts
High School Grades Incentive	A: \$15.00 B: \$10.00 C: \$5.00	Formal Grade Card or Transcript (If co-enrolled in high school and college courses, payment will be made for high school only)
Adult High School Course Completion Incentive	A: \$25.00 B: \$20.00 C: \$10.00	Formal Grade Card or Transcript (If co-enrolled in high school and college courses, payment will be made for high school only)
Advanced Training/Post Secondary GPA Incentive	4.0: \$40.00 3.5-3.9: \$35.00 3.0-3.49: \$30.00 2.5-2.9: \$20.00	Copy of Transcript must be submitted (Grades for college courses will be paid only if not co-enrolled in high school)
Long TABE increase by one level	\$50.00	Copy of Testing Results Previous and Present Not eligible for 1 level if achieved 5.0 or higher area
Long TABE of 5.0 or higher and previously BSD	\$100.00	Copy of Testing Results Previous and Present
Successful Completion of Work Experience	\$50.00	Copy of participant evaluation form
NCRC Bronze Level Certificate	\$30.00	Copy of test results or Certificate
NCRC Silver Level Certificate	\$60.00	Copy of test results or Certificate
NCRC Gold Level Certificate	\$90.00	Copy of test results or Certificate
NCRC Platinum Level Certificate	\$120.00	Copy of test results or Certificate

*** Listed Above Indicates Items Considered for Multiple Performance Measures**

Approved by the WDB and CLEO 08/07/19