



ETLWDA  
WORKFORCE INNOVATION AND  
OPPORTUNITY ACT  
**POLICY MANUAL**

# Pages: 2  
Issued: 8 December 2020  
Effective: Immediately

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APPROVED ETLWDB CHAIR:

**SUBJECT: Youth Incentives Policy**

**Purpose**

The purpose of this policy is to provide guidance and establish the East Tennessee Local Workforce Development Board standards of performance for the issuance of incentive payments to Workforce Innovation and Opportunity Act (WIOA) Title I Youth program eligible and enrolled participants.

**Background**

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." Such incentive payments must be tied to the goals of the specific program, outlined in writing before the commencement of the program that may provide incentive payments; align with local program organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.

**Policy and Instructions**

Youth incentives must be connected to the achievement of milestones or outcomes in the program linked to work experience, education, or training activities as defined in the participants Individual Service Strategy (ISS). Incentives are not an entitlement and should be awarded as appropriate. All incentive awards will be subject to the availability of WIOA youth funds.

- A. **High School Diploma (\$250.00)** - participants enrolled in education at the date of participation or at any point during the program and earn a high school diploma *after* the date of participation are eligible to receive an incentive award. In order to receive the incentive, documentation in the form of a copy of the diploma or transcripts will be submitted.
- B. **Educational Functional Level Gains (\$50-\$100)** - participants, whose initial TABE results demonstrate basic skills deficiency, as defined as an Educational Functional Level (EFL) 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 eligible to receive an incentive for increasing one or more EFL in any deficient area. In order to receive the incentive, documentation in the form of the WIOA co-enrollment form signed by Adult Education verifying the EFL gain will be submitted.
  - 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.
  - 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.

- C. **HiSET Voucher (\$100.00)** - participants enrolled in Adult Education classes at the date of participation or at any point during the program and earn a full voucher for the HiSET *after* the date of participation are eligible to receive an incentive award. In order to receive the incentive, documentation in the form of the WIOA co-enrollment form signed by Adult Education verifying voucher attainment will be submitted.
- D. **HiSET Diploma (\$250.00)** - participants enrolled in education at the date of participation or at any point during the program and earn the HiSET *after* the date of participation, are eligible to receive an incentive award. 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.
- E. **Post-Secondary GPA (\$25-\$40)** - participants, enrolled in education at the date of participation or at any point during the program, are eligible to receive an incentive award for GPA earnings, in each subject, at the end of each formal grading period. This award shall be given no more than once per school quarter, trimester, or semester if on a quarter, trimester, or semester system. Participants will be eligible to receive: \$40 for 4.0, \$35 for 3.5-3.9, \$30 for 3.0-3.49, \$25 for 2.5-2.9. In order to receive the incentive, documentation in the form of a copy of the transcript will be submitted.
- F. **Post-Secondary Training Completion (\$100)** - participants, enrolled in education at the date of participation or at any point during the program, are eligible to receive to receive a \$100 incentive for completing a post-secondary training program. In order to receive the incentive, documentation in the form of a copy of the certificate of completion, transcript, diploma, or certificate will be submitted.
- G. **Post-Secondary Credential Attainment (\$200)** - participants, enrolled in education at the date of participation or at any point during the program, who complete training and obtain one of the recognized credentials listed below are eligible to receive an incentive award. In order to receive the incentive, documentation in the form of a copy of the transcript, degree, diploma, certification, or license will be submitted.
  - Associate's Degree
  - Bachelor's Degree
  - Occupational Certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
  - Occupational License (e.g., EMT, LPN, Registered Dental Assistant, etc.)
  - Industry Certification (e.g. ASE certification, **NIMS** certification, Microsoft Certified IT Professional, etc.)
- H. **Obtaining Unsubsidized Employment (\$100)** - participants who obtain unsubsidized employment *during* program participation are eligible to receive a onetime placement incentive award. In order to receive the incentive, documentation in the form of a pay stub, third party employment verification printout, or employer telephone verification form will be submitted.
- I. **Retaining Unsubsidized Employment (\$100)** - participants who retain unsubsidized employment *after* program participation are eligible to receive an incentive award. In order to receive the incentive, documentation in the form of a pay stub, third party employment verification printout, or employer telephone verification form will be submitted.

Participants are eligible to receive a \$100 incentive for each attainment listed below. Employment does not have to be with the same employer.

- Maintaining employment 90 days
- Maintaining employment 6 months
- Maintaining employment 9 months
- Maintaining employment 12 months

References

20 CFR 681.640; 2 CFR part 200; TEGL 21-16