



## WIOA INCENTIVES POLICY

EDD Revision Date: n/a  
WDB Review Date: 8/15/2024

### **PURPOSE:**

This document establishes the Workforce Development Board of Madera County's policy on the authorization of monetary incentive payments to WIOA Title I Adult, Dislocated Worker, and Youth participants when specific benchmarks have been achieved that directly support their transition to training and work experience activities.

The incentives are intended to promote and increase program participation and completion by acknowledging the achievement of specific benchmarks that provide necessary skills that ultimately lead to full-time unsubsidized employment and retention.

This policy supersedes all prior Youth Incentives Policies with respect to the subject matter.

### **REFERENCES:**

- Workforce Services Directive (WSD) 17-07, WIOA Youth Program Requirements
- Training & Employment Guidance Letter (TEGL) WIOA No. 21-16
- Title 2 Code of Federal Regulations (CFR) Part 200
- Title 20 Code of Federal Regulations (CFR) 681.640
- Title 2 Code of Federal Regulations (CFR) Section 200.438, Entertainment Costs
- Workforce Services Directive, CalJOBS<sup>sm</sup> Activity Codes
- WSD23-08 Stipends and Incentive Payments

### **BACKGROUND:**

This policy establishes the allowability of incentive payment(s) to participants in WIOA and state-funded grants and programs. Incentive payments are provided as recognition for achievements and can help motivate participants to achieve successful outcomes that will lead to long term financial self-sufficiency. Incentive payments are considered awards and are used to encourage participants to complete training, remain in jobs, or for achievement in other program activities.

Per 20 CFR 681.640 and WSD 23-08, incentive payments with WIOA funds must be connected to recognition of achievement of milestones in the program directly tied to training activities and work experiences. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes.

Incentive payments must comply with the Cost Principles in 2 CFR Part 200.438 and as such, incentive payments cannot be in the form of entertainment vouchers, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment. Payments may be awarded in form of cash, check, gift card, electronic payment, app-based payment, or other type of card. Additionally, internal controls must be established to safeguard any cash or other forms of payments used to award incentive payments.

## **POLICY:**

The Workforce Development Board of Madera County will provide incentive awards to enrolled WIOA participants who achieve specific benchmarks in one or more of the following categories:

1. Completion of Financial Capabilities Workshop
2. Completion of Essential Workforce Skills Workshop
3. Completion of Paid Work Experience
4. Completion of Vocational Training
5. Completion of On-the-Job Training
6. Employed 2<sup>nd</sup> Quarter after exit
7. Employed 4<sup>th</sup> Quarter after exit

The WDB of Madera County will provide incentive awards for achievement of benchmarks as identified and confirmed by the designated Career Specialist. If the participant is interested in entering a work experience activity, participants will be encouraged to use the incentive to open a bank account for direct deposits.

Incentive payments are to observe the following guidelines:

- awarded in recognition and achievement directly tied to training, work experience, or job retention activities;
- tied to the goals of the WIOA Title I Program;
- aligned with other Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I WIOA program policies;
- ensure that incentive payment will not be used in lieu of wages;
- provided in accordance with the requirements and cost principles in 2 CFR Part 200.438; and
- provided in a timely fashion, so that participants receive the incentive payments within 30 working days of outcome attainment.

The Career Specialist will develop the terms and conditions for meeting specific benchmarks and a plan to obtain the benchmarks with the participant. The Career Specialist will be responsible for ensuring that the criteria for the incentive award have been met, provide documentation, and complete the necessary request forms for issuing the incentives. The incentives may not exceed the amounts per activity and amounts may be reduced due to budget.

Incentive Payments must be recorded using the appropriate activity code:

- Incentive Payments to Adult and DW participants must be recorded using activity code 183 Supportive Services: Stipends.
- Incentive Payments to Youth participants must be recorded using activity code 419

Supportive Services: Stipends.

For more information, refer to the Workforce Services Directive, *CalJOBS Activity Codes*.

Benchmark definitions, award amounts and documentation requirements are as follows:

1. Completion of Financial Capabilities Workshop

**Definition**

Attendance and successful completion of all required Financial Capabilities activities and workshop as identified by the Career Specialist.

**Award Amount**

\$25.00 check (maximum, one-time payment)

**Documentation Required**

- Certificate of Completion for workshop
- Enrollment and 1<sup>st</sup> time-record for training or work experience activity

2. Completion of Essential Workforce Skills Workshop

**Definition**

Attendance and successful completion of all required Essential Workforce Skills modules and activities as identified by the Career Specialist.

**Award Amount**

\$25.00 check (maximum, one-time payment)

**Documentation Required**

- Certificate of Completion for workshop
- Enrollment and 1<sup>st</sup> time-record for training or work experience activity

3. Completion of Paid Work Experience (PWEX) or Transitional Job Training (TJT)

**Definition**

Completion of competencies outlined in Exhibit A of the PWEX or TJT Agreement

**Award Amount**

\$100.00 check (maximum, one-time payment)

**Documentation Required**

- Copy of final Paid Work Experience invoice

- Copy of final evaluation

#### 4. Completion of Vocational Training

##### **Definition**

Attainment of a recognized post-secondary degree or credential

##### **Award Amount**

\$100.00 check (maximum, one-time payment)

##### **Documents Required**

Copy of Certificate of Completion or License

#### 5. On-The-Job Training (OJT)

##### **Definition**

Completion of competencies described in Exhibit A of the OJT agreement

##### **Award Amount**

\$100.00 check (maximum, one-time payment)

##### **Documentation Required**

- On-the-Job Training Certificate of Completion
- Copy of the final On-the-Job Training invoice

#### 6. Employment Retention at 2<sup>nd</sup> Quarter After Exit

##### **Definition**

Entered and/or retained employment during the 2<sup>nd</sup> Quarter after exit

##### **Award Amount**

\$100.00 check (maximum, one-time payment)

##### **Documentation Required**

- Provide two check stubs for the reporting quarter; or
- Verification from employer
  - Completion of the Follow-Up Release of Information Form
  - Phone or email contact – must include employment verification information as well as the name and job title of the person verifying employment; or
  - Completion of the Participant Follow-Up Survey sent via text, email, or mail.

#### 7. Employment Retention at 4<sup>th</sup> Quarter After Exit

### **Definition**

Entered and/or retained employment during the 4<sup>th</sup> quarter after exit

### **Award Amount**

\$100.00 check (maximum, one-time payment)

### **Documentation Required**

- Provide two check stubs for the reporting quarter; or
- Verification from employer
  - Completion of the Follow-Up Release of Information Form
  - Phone or email contact – must include employment verification information as well as the name and job title of the person verifying employment; or
  - Completion of the Participant Follow-Up Survey sent via text, email, or mail.

### **ACTION:**

This policy is effective on the date of approval by the Workforce Development Board of Madera County and will remain in effect from the date of issue until such time that a revision is required.

### **INQUIRIES:**

If you have questions, please contact the Executive Director or designee at (559) 662-4500.