

West Central Arkansas Workforce Development Board Lisa Greene, Chair

Incentive Policy & Procedures

Policy Number:	Policy 2025-01		
Change Number:			
Date Approved:	August 14, 2025	Effective Date:	August 14, 2025
Rescissions	Youth Incentive Policy dated June 9, 2022		

Purpose:

This policy sets forth contractor guidelines for the use of incentives to youth enrolled in the Workforce Innovation and Opportunity Act programs.

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences [20 CFR 681.640]. Any incentive payments must be in compliance with the Cost Principles in Uniform Guidance at 2 CFR part 200. Incentives may not include entertainment, such as movie or sporting tickets or any other venues whose sole purpose is entertainment. All requirements concerning the control of cash also refer to gift cards, which are essentially cash [TEGL 21-16].

Incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training, such as the acquisition of a credential or other successful outcome [TEGL 21-16]. WIOA funds may not be used for incentives for recruitment and eligibility documentation, although local areas may leverage private funds for such incentives [Comments in WIOA Final Rule concerning §681.640; TEGL 21-16]

If incentive payments are to be used, local youth program providers must have written policies and procedures in place governing the award of incentives and must ensure that incentive payments meet all of the following requirements [20 CFR 681.640; TEGL 21-16]:

1. Tied to the goals of the specific program
2. Outlined in writing before the commencement of the program that may provide incentive payments
3. Align with the local program's organizational policies
4. Are in accord with the requirements contained in 2 CFR part 200

References:

2 CFR 200	20 CFR 681.640
TEGL 21-16	Issuance 19-04

Policy:

Incentive specifications - To be allowable, incentives awarded to youth will adhere to the specifications outlined in this policy. The purpose of offering an incentive is to induce behavior in a particular direction either toward achievement of becoming employed and/or enrolled in post-secondary education.

The youth participant will meet the incentive criteria specified in Description of Incentives of this policy. Incentives that may be awarded through the provisions of this policy include financial and recognition awards. The career advisor will provide incentives only to those youth who:

West Central Arkansas Workforce Development Board Lisa Greene, Chair

- (1) are eligible for and registered in the youth program; and
- (2) Must be participating in WIOA for a minimum of 30 days. If an incentive is obtained during the first 30 days, the career advisor cannot request payment for the incentive until the participant reaches 30 days of participation.,
- (3) meet the description of incentive(s),
- (4) participants must be aware of the existence of such incentive and understand the terms and standards of its award to improve the likelihood of success and lead to a successful outcome or achievement of grant performance measures.

The educational goals for incentives listed below must be addressed in the appropriate Program Element section in the ISS as well as the goal section. All educational goals must be documented in the Student Learning Plan (SLP) at Adult Education, if applicable. A copy of the SLP must be in the participants' WIOA file and submitted with each incentive request documenting that the goal has been met. All of the incentives must be addressed in the Title I-B Individual Service Strategy and AJL Enrollment or Program notes.

The work-related goals for incentives listed below must be addressed in the appropriate Program Element section in the ISS as well as the goal section. Career advisor must also document the incentive in the Enrollment/Program notes in AJL.

- A maximum of \$1200 is available to each participant. ***All funding for incentives will be based on available funding.***

Description of Incentives

Educational Related Goals

1. Ready Test passed \$50 each - \$200 Maximum
2. Educational Functioning Level Increase \$50 each – Max 3 - \$150 Maximum
3. Obtainment of GED - \$100
4. Documented mastery for the attainment of WAGE Certificate – Level 2 - \$100

Educational and/or Employment Goals

5. Attaining a verifiable credential or a specific job industry certification, such as ServSafe, OSHA, forklift, etc. - \$100
6. Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRC) - \$100

Employment Related Goals

7. Completing Work Experience - \$ 100 (one time only)
8. Completing Work Experience and Employed in Unsubsidized Employment during participation (must be employed for a full quarter) - \$100

**West Central Arkansas
Workforce Development Board
Lisa Greene, Chair**

9. Unsubsidized Employment during 2nd quarter after exit - \$150
10. Unsubsidized Employment during 4th quarter after exit - \$250
11. Unsubsidized Employment and employment with same employer during 2nd and 4th quarters after exit - \$ 300
12. Attainment of High School Diploma or GED **and** in unsubsidized employment anytime during the required 12-months of follow-up - \$200

Documentation and Procedures for Payment

The career advisors will award incentives to participants and will maintain sufficient written documentation to substantiate that the above-referenced criterion has been met for each participant. An Incentive Request Form will need to be completed as well as the documentation shown below for incentive to be paid.

1. Ready Test passed
 - a. Documentation from Adult Education that shows passage of Ready Test
 - b. ISS Update page and AJL showing attainment of goal.
 - c. Student Learning Plan
2. Educational Functioning Level Gain
 - a. TABE pre- and post-test results showing an increase in educational functioning level.
 - b. ISS Update page and AJL showing attainment of goal.
 - c. Student Learning Plan , if applicable.
3. Obtainment of GED
 - a. Copy of GED Certificate
 - b. Documentation from Adult Education verifying obtainment of GED (including date of obtainment)
 - c. Student Learning Plan , if applicable.
 - d. ISS Update page and AJL showing attainment of goal.
4. Documented mastery of the WAGE 2 Certificate
 - a. Documentation from Adult Education showing completion of WAGE Level 2.
 - b. Letter or email from Adult Education verifying the completion of component
 - c. Student Learning Plan , if applicable.
 - d. ISS Update page and AJL showing attainment of goal.
5. Attaining a verifiable credential or a specific job industry certification, such as ServSafe, OSHA, forklift, etc.
 - a. Copy of credential or certification with date of attainment listed
 - b. ISS Update page and AJL showing attainment of goal.
6. Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRS)
 - a. Copy of certificate
 - b. ISS Update page and AJL showing attainment of goal.
 - c. Student Learning Plan , if applicable.
7. Completing Work Experience
 - a. Copy of final Evaluation showing completion of the work experience.
 - b. ISS Update page and AJL S&T showing Work Experience as completed.
8. Completing Work Experience and Employed in Unsubsidized Employment
 - a. Copy of final Evaluation showing completion of the work experience.
 - b. ISS Update page and AJL S&T showing Work Experience as completed.


**West Central Arkansas
Workforce Development Board
Lisa Greene, Chair**

- c. Letter from employer documenting participant is working for their company or copy of paycheck from employer.
- 9. Unsubsidized Employment during 2nd Quarter after Exit
 - a. Unsubsidized employment paystub or Statement from Employer for 2nd quarter after exit.
 - b. AJL Program notes showing the participant met this goal.
 - c. AJL Wage Screen showing Supplemental UI and/or SWIS wages entered in AJL.
- 10. Unsubsidized Employment during 4th Quarter after Exit
 - a) Unsubsidized employment paystub or Statement from Employer for 4th quarter after exit.
 - b) AJL Program notes showing the participant met this goal.
 - c) AJL Wage Screen showing Supplemental UI and/or SWIS wages entered in AJL.
- 11. Unsubsidized Employment and Job Retention with same Employer during 2nd and 4th Quarters after Exit
 - a. Unsubsidized employment paystub or Statement from an employer for 2nd and 4th quarters.
 - b. AJL Program notes showing the participant met this goal.
 - c. AJL Wage Screen showing Supplemental wages, UI and/or SWIS wages entered in AJL.
- 12. Attainment of High School Diploma or GED and in Unsubsidized Employment and Job Retention with same Employer during 2nd and 4th Quarters after Exit
 - d. Unsubsidized employment paystub or Statement from an employer for 2nd and 4th quarters.
 - e. AJL Program notes showing the participant met this goal.
 - f. AJL Wage Screen showing Supplemental wages entered in AJL.

The career Advisor will complete the Incentive Request for Payment form (Attachment A) and attach all verifying documentation and submit for processing.

Attachments:

A. Incentive Request for Payment



Lisa Greene, Chair

8-14-2025

Date

WCAWDB is an equal opportunity provider of employment and training services. Auxiliary aids and services are available upon request to person of disability, if available.