



**NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD**

## **YOUTH INCENTIVE POLICY**

NEMO WDB Issuance 01-2015, Change 5  
Effective: 03/13/2020

**Purpose:** To provide policy for granting incentive awards to youth enrolled into the Title I WIOA Youth, and other youth employment programs as developed and approved by NEMO WDB and Office of Workforce Development.

**Background:** The Workforce Innovation and Opportunity Act, Section 129 (b) (2), states WIOA youth funds can be used for allowable statewide youth activities. This includes the provision to provide incentives for recognition and achievement to eligible youth.

**Substance:** Incentives are allowable to youth enrolled into the WIOA Title I Youth program, and other youth employment programs that operate under the umbrella of Title I WIOA Youth. They are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. Incentives are not an entitlement. All incentive awards will be subject to the availability of WIOA Youth funds. It is at the discretion of the operator to decide, on a case-by-case basis, the use and extent of use of incentives and may be subject to need of the participant and the availability of funds for incentives.

**Rescissions:** Issuance 01-2015, **Change 1** (March 2016) and **Change 2** (February 18, 2019). Issuance 01-2015, **Change 3 (April 15, 2019) Change 2** removes the availability of stipends and changes were made to the attachments. All references to Stipends were removed in this revision. In **Change 3**, changes were made to the Incentives available and the amounts for each of the Incentives. Attachment 2 and 3 were eliminated. Change 4 (Eff. 9/17/19) removes the Incentive for Unsubsidized Employment and also removes it from the Youth Incentive Form. **Change 5 was necessary due to changes in new issuance OWD-14-2019 The Change removes Completion of Work Keys Tests at all levels and adds Successful Completion of a Work Experience and Educational performance to the Incentives. The Incentive form was also updated to reflect these changes.**

- ***Please destroy all previous revisions of the Youth Incentive Certificate Form (3/15/16 & 2/18/19, 3/11/19, 4/15/19, 9/17/19) and replace it with the Youth Incentive Form – Rev. 12/26/19)***

Definition of Incentive:

An incentive is a payment to a WIOA Youth participant for the successful participation and achievement of expected outcomes as defined in the individual’s ISS. 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 Individual Service Strategy. Youth Incentive Form (Attachment 1) must be present in the participant file, along with other supporting documentation. Appropriate Activities and Case Notes must be entered in MoJobs.

Incentive payments may be awarded as cash incentives to WIOA Youth participants for completion and achievement in a WIOA activity. Incentive payments may be awarded for the following goal accomplishments or activities:

WIOA ACTIVITY	AMOUNT OF CASH INCENTIVE AVAILABLE
Attainment of High School Equivalency (HiSet)	\$100.00
Attainment of High School Diploma	\$100.00
Attainment of Post Secondary Certificate or Occupational Skills License	\$100.00
Completion of a Measurable Skills Gain (MSG) as defined in DWD 19-2017, numbers 3,4,5	\$ 50.00
Completion of Post TABE Test and increasing scores by one EFL (Educational Functional Level) on at least one area.	\$ 50.00
Educational Performance Measure (ISY)	
-A Honor Roll	\$50.00
-B Honor Roll	\$25.00
Successful Completion of a Work Experience	\$50.00 at Mid-Point \$100.00 Upon Completion
Successful Completion of an On-The-Job Training (OJT)	Mid-Point \$50.00 \$100.00 Upon Completion

*Note: An individual cannot receive an incentive for both the MSG for OJT or Work Experience mid-point/end-point and the Completion of Measurable Skills Gain (MSG) as defined in DWD Issuance.*

**Attainment of Secondary School Diploma or High School Equivalency (HiSet)**

Attainment of a secondary school diploma or its equivalent will include a high school diploma or high school equivalency. To qualify for this incentive, students must not possess their high school diploma or its equivalent at the time of WIOA registration. A copy of the diploma, certificate, or transcript must be present in participant file.

**Attainment of Post-Secondary Certificate**

Attainment of a recognized post-secondary certificate will include a degree, diploma, vocational certificate, or license. To qualify for this incentive, students must not possess their post-secondary certificate at the time of WIOA registration. A copy of the diploma, certificate, license, or transcript must be present in participant file.

**Measurable Skills Gain (MSG) as Defined in DWD Issuance**

To qualify for this incentive, participants must qualify for the MSG as defined in DWD Issuance 19-2017 numbers 3, 4 and 5. See below:

3. Documentation of completing a sufficient number of credit hours to demonstrate that the participant is meeting the State's academic standards.
4. A report of satisfactory, or better, progress toward established milestones. Can include completed stages of On-the-Job Training (OJT), the completion of benchmarks or milestones during an apprenticeship program, or a report from an employer or training provider that is providing training.
5. Successful passage of a knowledge-based or skill-based exam that is required for a particular occupation or that demonstrates progress in attaining technical or occupational skills.

**Increase in Educational Functioning Level (Literacy and Numeracy Gains)**

Youth can qualify for an incentive for completion of the TABE test and increasing scores by one EFL in at least one of the three functional areas (math, reading, or language). Post-testing should occur only in those areas in which the youth tested deficient. Participants are eligible to receive a \$50 incentive for each attainment of a full one point increase in any subject area previously determined basic skill deficient. Documentation indicating the pre-and post-test results must be entered into MoJobs.

\*\* Note: The State will only accept this measure if tests are performed by an instructor for the WIOA Title II Adult Education and Literacy program overseen by the Department of Elementary and Secondary Education.

**Educational Performance**

In-School youth participants currently attending a secondary institution and achieves acceptable marks on a per semester basis. Participants achieving the A honor roll will be provided an incentive of \$50.00. Those achieving a B honor roll will be provided a \$25.00 youth incentive.

**Successful Completion of a Work Experience**

Participants who are enrolled in Work Experience are authorized to receive an incentive award for successful mid-point monitoring as well as successful completion. This award shall be awarded no more than 2 times per contract year. This does not include any special Youth Work Experience programs such as TANF Jobs League or Scholars@Work. To be eligible for this incentive, the Work Experience Training Plan must be written for 480 hours.

To be considered successful, the mid-point monitoring for the purpose of incentives, should be completed as closely to 240 hours as possible, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on two or more outlined activities. To be considered successful for the purpose of incentives, all contracted hours must be met, activity must be closed successfully, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on all outlined activities.

In order to receive the incentive, documentation in the form of a mid-point monitoring report, progress reports, or end-point monitoring must be submitted. In order to process the incentive, the required documentation will be placed in the youth's hard copy file and documented in the appropriate MoJobs screens; case noted in MoJobs demonstrating the criteria to receive the incentive has been met. A completed WIOA Youth Incentive Form (with supporting documentation and MoJobs case note) will be required for processing payment.

### **Successful Completion of an On-The-Job Training (OJT)**

Participants, 18 years of age or older with a High School diploma or equivalent, who are enrolled in On-the-Job Training (OJT) are authorized to receive an incentive award for successful mid-point monitoring, as well as successful completion of the OJT. The OJT Training Outline must be written for a minimum of 480 hours to be eligible for this incentive. This award shall only be given for OJT funded by WIOA Youth.

To be considered successful mid-point monitoring for the purpose of incentives, monitoring should be completed as closely to 50% of the contracted hours as possible, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on two or more outlined activities. To be considered successful for the purpose of incentives, all contracted hours must be met, activity must be closed successfully, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on all outlined activities. In order to receive the incentive, documentation in the form of a mid-point monitoring report, progress reports, or end-point monitoring must be submitted.

In order to process the incentive, the required documentation will be placed in the youth's hard copy file and documented in the appropriate MoJobs screens; case noted in MoJobs demonstrating the criteria to receive the incentive has been met. A completed WIOA Youth Incentive Form (with supporting documentation and MoJobs case note) will be required for processing payment.

OWD does not allow incentives to be paid to Youth who have exited the program and who are now in follow-up. LWDBs are encouraged to engage Youth while in the program to ensure successful outcomes in training, education and work experiences. Incentives must be tied to training, education and work experiences; therefore, OWD does not allow incentives for obtaining unsubsidized employment, entering the military or retaining employment. Unsubsidized employment is not a "work experience" which is a planned structured learning experience that takes place for a limited number of hours.

## **Documentation**

Incentives may be awarded providing that the provision of an incentive is included in the participant's Individual Service Strategy. At a minimum, the following documentation must be maintained in the youth's file and/or MoJobs:

- The Individual Service Strategy (ISS) must specify the goal that must be met in order to qualify for the incentive
- The Individual Service Strategy (ISS) must document the need/justification for the incentive and specify services that are planned in order for the youth to receive an incentive
- To qualify for an incentive, a copy of the required documentation (as outlined on Attachment I – WIOA Youth Incentive Form) verifying completion must be retained in the participant file.
- To qualify for the TABE incentive, test scores must be entered into MoJobs and documentation from the testing site must be present in the participant file.
- Copy of WIOA Youth Incentive Form must be in the participant file

For all NEMO WDB programs that are Stand-Alone programs, we will monitor both programmatic and financial per the Scope of Work respective to that program.

Attachment 1 – Youth Incentive Form **(12/26/19)**



Attachment 1

NEMO Workforce Development Board, Inc.  
**WIOA YOUTH INCENTIVE FORM**  
 (Revised 12/26/2019)

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Incentive	Required Documentation	Amount
Attainment of HiSet (High School Equivalency)	<input type="checkbox"/> Allowable documentation includes: Transcripts, certificates, diploma, letter from school system. <input type="checkbox"/> Documentation must be placed in file before payment can be made. <input type="checkbox"/> Documentation must include attainment date.	\$100.00
Attainment of High School Diploma	<input type="checkbox"/> Allowable documentation includes: Transcripts, certificates, diploma, letter from school system. <input type="checkbox"/> Documentation must be placed in file before payment can be made. <input type="checkbox"/> Documentation must include attainment date.	\$100.00
Attainment of Post-Secondary Certificate or Occupational Skills License	<input type="checkbox"/> Allowable documentation includes: Transcripts, certificates, diploma, valid license, letter from training agency	\$100.00
Completion of Post TABE test and increasing scores by at least one EFL on at least one area	<input type="checkbox"/> Youth must be Out-of-School youth as defined in TEGL 17-05. <input type="checkbox"/> Must complete all post tests in which a deficiency is being measured. <input type="checkbox"/> Must have scored an 8.9 or below in reading, language or math full battery TABE pre-test. <input type="checkbox"/> Allowable documentation includes: TABE test, TABE on-line testing score sheet, TABE score sheet, verification of scores in written form from GED/AEL instructor <input type="checkbox"/> Documentation must be maintained in file before payment can be made	\$50.00
Measurable Skills Gain indicator measuring interim progress of participant enrolled in education or training services for a specified reporting period as defined in DWD Issuance 19-2017 (Numbers 3-5)	<input type="checkbox"/> Documentation of completing a sufficient number of credit hours to demonstrate that the participant is meeting the State's academic standards. <input type="checkbox"/> A report of satisfactory, or better, progress toward established milestones. Can include completed stages of On-the-Job Training (OJT), the completion of benchmarks or milestones during an apprenticeship program, or a report from an employer or training provider that is providing training. Documentation from employer/training provider required.	\$50.00

	<input type="checkbox"/> Successful passage of a knowledge-based or skill-based exam that is required for a particular occupation or that demonstrates progress in attaining technical or occupational skills. (CDL, CNA, etc.) Documentation proving attainment is required.	
Educational Performance	<input type="checkbox"/> A copy of a report card issued by the educational institution on a per semester basis. Specific to in-school youth participants only. - A Honor Roll - B Honor Roll	\$50.00 \$25.00
Successful Completion of Work Experience (Does not include Scholars@Work)	<input type="checkbox"/> Mid-Point Monitoring Report <input type="checkbox"/> Progress Reports <input type="checkbox"/> End Point Monitoring Report <input type="checkbox"/> Youth Incentive Form	Mid-Point \$50.00 Completion \$100.00
Successful Completion of On-The-Job Training	<input type="checkbox"/> OJT Paperwork <input type="checkbox"/> Mid-Point Monitoring Report <input type="checkbox"/> Progress Reports <input type="checkbox"/> End Point Monitoring Report <input type="checkbox"/> Youth Incentive Form	Mid-Point \$50.00 Completion \$100.00

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**I certify that the above goal(s) were met and I am eligible to receive this incentive.**

\_\_\_\_\_  
Participant Signature Date

\_\_\_\_\_  
WIOA Case Manager Date

\_\_\_\_\_  
WIOA Director/Functional Leader Date

Rev 12/26/2019

*The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users may dial 7-1-1.*