



# Northern Middle Tennessee Workforce Board Inc.

February 8, 2023

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## Executive Summary

### Youth Incentives Policy

**1. What is the general purpose of this policy?**

This is a new policy to address Concern 6 of the Youth federal monitoring report. This policy establishes the standards of achievement tied to training activities and work experiences for the issuance of incentive payments to eligible WIOA Title I youth participants.

**2. What are the notable guidelines conveyed within this policy?**

Defines the twelve (12) incentive awards available and the documentation required for each.

**3. What are the modifications to this policy?**

Adding Secondary GPA incentive, Placement to Post-Secondary incentive, and Continuing Post-Secondary Education incentive. Increasing amounts paid under Post-Secondary GPA incentive.



## **Youth Incentives Policy**

### **Purpose**

The purpose of this policy is to provide guidance and establish the Northern Middle Tennessee Workforce Board (NMTWB) 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 & 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. **Secondary GPA (\$25-\$100)** – 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 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: \$100 for 4.0, \$75 for 3.5-3.9, \$50 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 GPA (\$25-\$100)** - 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 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: \$100 for 4.0, \$75 for 3.5-3.9, \$50 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.
- G. **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.
- H. **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.)
- I. **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, thirdparty employment verification printout, or employer telephone verification form will be submitted.

**J. 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.

- Employed 1<sup>st</sup> quarter after exit
- Employed 2<sup>nd</sup> quarter after exit
- Employed 3<sup>rd</sup> quarter after exit
- Employed 4<sup>th</sup> quarter after exit

Note: Youth may be eligible to receive quarterly incentives even if not awarded in consecutive order. (Example: Youth is not working at 2<sup>nd</sup> quarter follow up so no incentive is awarded. However, youth is working at 3<sup>rd</sup> quarter follow up and eligible to receive incentive.)

**K. Placement to Post-Secondary Education (\$100)** – participants originally enrolled as In-School Youth as secondary students who enroll in a post-secondary training program *during* program participation are eligible to receive a onetime placement incentive award. Participants originally enrolled as Out-of-School Youth, who did not complete Occupational Skills Training during program participation, but enroll in post-secondary training during program participation are eligible to receive a onetime placement incentive award. In order to receive the incentive, school enrollment records will be submitted.

**L. Continuing Post-Secondary Education (\$100)** – participants who are enrolled and in good academic standing in post-secondary training *after* program participation are eligible to receive an incentive award. In order to receive the incentive, school enrollment records will be submitted.

Participants are eligible to receive a \$100 incentive for each attainment listed below.

- Enrolled and in good academic standing 1<sup>st</sup> quarter after exit
- Enrolled and in good academic standing 2<sup>nd</sup> quarter after exit
- Enrolled and in good academic standing 3<sup>rd</sup> quarter after exit
- Enrolled and in good academic standing 4<sup>th</sup> quarter after exit

Note: Youth may be eligible to receive quarterly incentives even if not awarded in consecutive order. (Example: Youth was not enrolled in post-secondary during 2<sup>nd</sup> quarter follow up so no incentive is awarded. However, youth is enrolled in post-secondary during 3<sup>rd</sup> quarter follow up and eligible to receive incentive).


References

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

Authorized by:

Approved by:

  
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Marla Rye, Executive Director      2/8/23  
Date

  
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John Zobl, Chairman      2/8/23  
Date