

MONTHLY PERFORMANCE REPORT & ACADEMIC INCENTIVE PAYMENT

Participant: _____ CMS # _____

Program of Enrollment: LO ____ LI ____ Other ____

Participant Address _____ City _____ Zip Code _____

Rating Scale

3	Excellent	Consistently meets or exceeds classroom/workplace standards
2	Good	Consistently meets classroom/workplace standards
1	Needs Improvement	Needs to work on meeting this standard
0	Unacceptable	Action recommended
N	Not Rated	Unable to rate on this standards

Time and Attendance (Circle appropriate number)

On time for class sessions	3	2	1	0	N
Maintains acceptable attendance rate	3	2	1	0	N
Is ready to begin work at the start of each sessions	3	2	1	0	N

Presenting Appropriate Appearance

Cleanliness and grooming	3	2	1	0	N
Appropriateness of dress	3	2	1	0	N

Relationships with Peers

Communicates in a courteous and friendly manner	3	2	1	0	N
Cooperates as part of a team	3	2	1	0	N
Deals with criticism in a positive manner	3	2	1	0	N
Works independently when appropriate	3	2	1	0	N

Completing Tasks Effectively

Follows oral and written instructions	3	2	1	0	N
Accepts responsibility for task completion (Obj. & Homework)	3	2	1	0	N
Meets classroom standards for accuracy	3	2	1	0	N
Meets classroom standards for efficiency	3	2	1	0	N

PARTICIPATION:

WIOA Enrollment Date: _____

State Ed Enrollment Date: _____

30 day enrollment satisfactorily met?

Yes _____ No _____

BEHAVIOR

Scores an average of 2 or above on Workplace Standards _____

Satisfactorily met?

Yes _____ No _____

INCENTIVE EARNED

- ☐ GED test (first three @ \$50 ea) _____ x \$50 \$ _____
- ☐ GED: final test passed and certificate earned \$ 100
- ☐ HS Diploma attained \$ 100
- ☐ IC3 Certification \$ 100
- ☐ MOS Certification \$ 100
- ☐ Workplace Skills Certification (Work Keys-Blue) \$ 50
- ☐ Workplace Skills Certification (Work Keys-Gold) \$ 100
- ☐ CASAS EFL gain \$ 50
- ☐ 1 Credit (up to 4 a year) @\$50 ea x _____ = \$ _____
- ☐ Voc (CTE) Credit @ \$100 ea x _____ = \$ _____
- ☐ Retention: Placement in Unsub. Employment, PS Education or
Advanced Training (Job Corp, Appr., Military) for 30 days \$ 200
- ☐ Other Approved Incentive: _____ \$ _____

Comments:

TOTAL AMOUNT EARNED:

\$ _____

Student _____ Date _____ Trainer _____

Instructor _____ Date _____ Manager _____