

# North Central Workforce Development Area

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## LOCAL DIRECTIVE

Directive #: 16-156 (REV 6)      Date: October 10, 2023

TO: SkillSource Staff and Service Providers

FROM: Lisa Romine, CEO

SUBJECT: Youth Incentives

SUPERCEDES: Directive # 16-156 (Rev 5)

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### Summary of changes:

- Added requirements for documenting incentive payments to youth in case notes and participant files

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Learning incentives may be earned by WIOA Title I-B enrolled youth. Incentives are awarded for academic achievement that is outlined in writing before the commencement of the program and as outlined in (20 CFR 681.640). To qualify for an incentive the following must be documented:

1. Participation requirement for academic achievement: Participant must be enrolled in WIOA Title I-B Dropout retrieval or prevention services for at least 30 days to earn an incentive. Enter Title I and State Ed enrollment dates on the Incentive form.
2. Workplace / Classroom Standard of 2 or higher
3. Individual academic achievement goal attained (diploma, GED, credits, certification, etc.)

### **Payments**

If a student meets the attendance and behavior criteria, they may earn up to a total of **\$500 per year** for academic achievement including the completion of a GED or High School Diploma, skills certificates and credit toward a High School Diploma.

### **Incentive Amounts:**

- High School Diploma or GED completion = \$100
- GED tests (first three) = \$50 each (amount for 4<sup>th</sup> test is included in the GED certificate incentive)
- For youth working toward HS diploma, incentives will be paid at \$50/credit not to exceed \$200
- Vocational (CTE) credit = \$100/credit
- IC3 Certification = \$100
- WorkKeys Skill Certificate (Blue) = \$50
- WorkKeys Skill Certificate (Gold) = \$100 (If Blue previously earned @\$50, subsequent Gold = \$50)
- MOS Certification = \$100
- CASAS EFL Skill Gain = \$50

- Retention: Placement in Unsubsidized Employment, Post-Secondary Education or Advanced Training (Job Corp, Apprenticeship, Military) for 30 days - **\$200** (is not included in the per year \$500 limit) To be eligible for an unsubsidized employment incentive, participant must have participated in work-based learning activity (ie: paid/unpaid WEX, OJT, Apprenticeship) or an during enrollment. To be eligible for a placement into PS education or Advanced Training incentive, participant must have participated in an education activity (ie: Alt Sec Ed, Drop out retrieval or prevention) during enrollment.
- Other approved incentives:
  - GED Practice Test Score Improvement 5+ points = \$25 (Approved May 26, 2020)
  - Work Readiness Workshop completion (9 hours) = \$50 (approved December 16, 2020) (if earned, not to be paid from WIOA fund sources)

### **Documentation**

Case managers must document incentive payments to youth by recording in case notes and participant files the **youth program element** and **milestone**, including attainment and retention of unsubsidized employment, achieved along with the incentive amount paid for the achievement.

Copies of certificates earning an incentive must be filed in the participant file. Credit toward a High School Diploma is tracked through formal course work via computer instruction systems such as Odysseyware. Documentation of credits earning an incentive must be filed in participant file. A copy of the completed, signed, dated **incentive agreement form** is to be placed in participant file upon Title I enrollment. A copy of the completed, signed, dated **academic incentive payment** form is to be placed in participant file after submitting the original to accounting.

Use Monthly Performance Report for Academic Incentive (attached) for documentation.

### **Classroom Standards**

In order to receive incentive payment for academic achievement, the participant must also receive an average score of 2 or better on Classroom/Workplace standards for the incentive period.

# 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 \_\_\_\_\_

# Earn up to \$500 Incentive for Learning Achievement!

## Incentive Agreement Form

Incentives are awarded for Academic and/or Workplace **Achievement**.

To **qualify** for an Incentive, you must:

- 1) Participate in Title I Youth program for 30 days or more
- 2) Achieve Workplace / Classroom Standard of 2 or higher
- 3) Attain Individual academic/workplace achievement goal (diploma, GED, Credits, certification)

## Payments

If a student meets the attendance and behavior criteria, they may earn up to a total of \$500 per year, for academic achievement including the completion of a GED or High School Diploma, skills certificates and credit toward a High School Diploma.

## **Incentive Amounts:**

- High School Diploma or GED Certificate = \$100
- GED tests (first three) = \$50 each (amount for 4<sup>th</sup> test is included in the GED certificate incentive)
- IC3 Certification = \$100
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- Vocational (CTE) credit = \$100/credit
- Retention: Placement in Unsubsidized Employment, Post Secondary Education or Advanced Training (Job Corp, Apprenticeship, Military) for 30 days - \$200 (is not included in the per year \$500 limit) Must participate in a work based learning activity or education service to be eligible.
- Other Approved Learning Achievement Incentives
  - GED Practice Test Score Improvement 5+ points = \$25
  - Work Readiness Workshop completion (9 hours) = \$50

I, \_\_\_\_\_ *agree to the above mentioned Incentive Guidelines.*

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

**Trainer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_