

North Central Workforce Development Area

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LOCAL DIRECTIVE

Directive #: <u>16-156 (REV 1)</u>	Date: <u>March 1, 2019</u>
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TO: SkillSource Staff and Service Providers

FROM: Dave Petersen, Executive Director

SUBJECT: Youth Learning Incentives

SUPERCEDES: Directive # 16-156

Learning incentives may be earned by WIOA Title I-B eligible 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. 80% attendance requirement
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 4th 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 - \$100 (is not included in the per year \$500 limit)

Documentation

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.

Classroom Standards

In order to receive incentive payment for academic achievement, the student must also meet the attendance standard of 80%. The instructor will identify the period of time over which the attendance standard 80% is applied. Generally this will be monthly, but may be customized to better suit the needs of the individual. For example, this period may have an early end date because of a GED attainment or a start date in the middle of the month depending on when the individual begins class.

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

MONTHLY PERFORMANCE REPORT & ACADEMIC INCENTIVE PAYMENT

Participant: _____
 Name _____ CMS # _____ LO _____ LI _____ Other _____
 Participant Address _____ City _____ Zip Code _____

Rating Scale

3	Excellent	Consistently meets or exceeds workplace standards
2	Good	Consistently meets 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

ATTENDANCE

From _____ to _____ (dates)
 Satisfactory hours requirement _____ hours earned _____

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 - \$200 ea x _____ = \$ _____
- Retention: Placement in Unsub. Employment, PS Education or
Advanced Training (Job Corp, Appr., Military) for 30 days \$ 100
- Other Approved Incentive: _____ \$ _____

Total Incentive payment earned
\$ _____

***Retention not included in \$500 maximum**

Student _____ Date _____ Trainer _____

Instructor _____ Date _____ Manager _____

Earn up to \$500 Incentive for Learning Achievement!

Incentives

Incentives are awarded for **Academic Achievement**.

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

- 1) Meet the 80% attendance requirement
- 2) Workplace / Classroom Standard of 2 or higher
- 3) Individual academic achievement goal attained (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
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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 - \$100 (is not included in the per year \$500 limit)

Attendance

The attendance standard is 80%. The instructor will identify the period of time over which the attendance standard of 80% is applied. Generally this will be monthly, but may be customized to better suit the needs of the individual.

I, _____ **agree to the above mentioned Incentive Guidelines.**

Participant Signature _____ **Date** _____

Trainer Signature _____ **Date** _____