LOCAL DIRECTIVE

Directive #:  18-168 (Rev 1)     Date:  March 1, 2019

TO:    SkillSource Staff and Service Providers
FROM:  Dave Petersen, Executive Director
SUBJECT:  Youth Project Based Learning Incentives

Incentives may be earned by WIOA eligible youth and be awarded for work-based learning achievement during project based learning. Work-based learning incentives are not a wage, but are payments for achievement outlined prior to the activity. Wages are paid for standard Work Experience and Internships.

To qualify for an incentive the following must be documented:

1. **Workplace Conduct Standard**: of 2 or higher during the payment period
2. **Workplace Attendance**: 80% attendance for hours scheduled during the payment period.
3. **Satisfactory Classroom Progress**: In order to receive incentive payment for work-based learning achievement, the student must also meet satisfactory progress in class as defined by school policy.
4. **Work Related Assessment**: Student may choose one of the following for each payment period, but must choose at least two different assessments over the life of the project. The work related assessment section may be customized as needed for each project, but hours per payment may not be less than 30 hours.
   a) Research Paper: One page paper researching the occupation or industry, covering topics such as education requirements, earning potential, local and state demand, etc.
   b) Presentation: a 3-5 minute presentation to peers with visual aids (ie: PowerPoint) or other covering similar topics above.
   c) Prove-it! assessment related to the occupation or industry passed with a 75% or better. Other written assessments may be used but must be pre-approved by Managing Director.

**Payments & Incentive Amounts**
If a student meets the attendance and conduct criteria, they may earn incentive payment for work-based learning achievement. The total amount available may vary per project, contract, or grant, etc. The incentive amounts and requirements must be outlined on the incentive Payment Form and Agreement signed by the participant and trainer prior to the start of the work-based activity (ie, project, internship, etc.) Work-based incentives earned may not exceed $500 per participant in any program year

**Documentation**
Copies of assessment test, research paper and presentation must be submitted with incentive payment form and filed in the participant file. The Incentive payment form is signed by all parties and submitted to accounting for payment.
Participant Name ______________________________ CMS #__________ LO _____ LI ____ Other ____
Participant Address_____________________________ City_____________________ Zip Code____________
Project Name: ________________________________

**WORKPLACE CONDUCT:**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Excellent</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
</tr>
<tr>
<td>1</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>0</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>N</td>
<td>Not Rated</td>
</tr>
</tbody>
</table>

Supervisor rates workplace conduct using the following scale. An average of 2 or better is required to earn an incentive.

**Time and Attendance:**

- On time for work 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 session: 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/workplace standards for accuracy: 3 2 1 0 N
- Meets classroom/workplace standards for efficiency: 3 2 1 0 N

**AVERAGE SCORE:** 3 2 1 0 N

Satisfactorily met? Yes [ ] No [ ]

**WORKPLACE ATTENDANCE:**

Date: from ________ to __________
Hours scheduled: _______ Hours participated: _________ = ________%
Satisfactorily met? Yes [ ] No [ ]

**SATISFACTORY CLASSROOM PROGRESS:**

Meets satisfactory progress as per school policy during the payment period.
Satisfactorily met? Yes [ ] No [ ]

**WORK RELATED ASSESSMENT:** (Submit copy of assessment with this form)

- First Payment: $150
  - 30 hours completed
  - Prove-it! Test: __________ Score: ______
  - Research Paper
  - Presentation

- Second Payment: $150
  - 30 hours completed
  - Prove-it! Test: __________ Score: ______
  - Research Paper
  - Presentation

- Final Payment: $200
  - 30 hours completed
  - Prove-it! Test: __________ Score: ______
  - Research Paper
  - Presentation

INCENTIVE EARNED

$_______

Student ___________________________ Date_____________ Trainer ___________________________

Supervisor ___________________________ Date_____________ Manager ___________________________
Incentives
Incentives are awarded for Work-based Achievement (in a project or business internship).

To qualify for an Incentive the following must be met:

1. **Workplace Conduct Standard:** of 2 or higher during the payment period
2. **Workplace Attendance:** 80% attendance for hours scheduled during the payment period.
3. **Satisfactory Classroom Progress:** In order to receive incentive payment for work-based learning achievement, the student must also meet satisfactory progress in class as defined by school policy.
4. **Work Related Assessment:** for each payment period. Student may choose one of the following for each payment period, but must choose at least two different assessments over the life of the project.
   a) Research Paper: One page paper researching the occupation or industry, covering topics such as education requirements, earning potential, local and state demand, etc.
   b) Presentation: a 3-5 minute presentation to peers with visual aids (ie: PowerPoint) or other covering similar topics above.
   c) Prove-it! assessment related to the occupation or industry passed with a 75% or better.

Payments
If attendance and conduct criteria are met, a total of $500 may be earned for work-based learning achievement as outlined on the attached incentive form.

I, __________________________, agree to the above Incentive Guidelines.

Participant Signature ___________________________    Date ____________

Trainer Signature _______________________________    Date ____________