

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