

# NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

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WDB Policy #: 3.40

Effective Date: 12/13/2017

Revision Date: 3/14/2018, 6/13/2018, 6/12/2019, 10/06/2021

SUBJECT Youth Incentive Policy

PURPOSE

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences [20 CFR 681.640]. Any incentive payments must comply with the Cost Principles in Uniform Guidance at 2 CFR part 200. Incentives may not include entertainment, such as movie or sporting tickets or any other venues whose sole purpose is entertainment. All requirements concerning the control of cash also refer to gift cards, which are essentially cash [TEGL 21-16].

Incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training, such as the acquisition of a credential or other successful outcome [TEGL 21-16]. WIOA funds may not be used for incentives for recruitment and eligibility documentation, although local areas may leverage private funds for such incentives [Comments in WIOA Final Rule concerning §681.640; TEGL 21-16]

If incentive payments are to be used, local youth program providers must have written policies and procedures in place governing the award of incentives and must ensure that incentive payments meet all of the following requirements [20CFR 681.640; TEGL 21-16]:

1. Tied to the goals of the specific program
2. Outlined in writing before the commencement of the program that may provide incentive payments.
3. Align with the local program's organizational policies
4. Are in accord with the requirements contained in 2 CFR part 200

REFERENCES

2 CFR 200, 20 CFR 681.640, TEGL21-16

POLICY

Incentive specifications - To be allowable, incentives awarded to youth will adhere to the specifications outlined in this policy. The purpose of offering an incentive is to induce behavior in a particular direction either toward achievement of becoming employed and or enrolled in post-secondary education.

The youth participant will meet the incentive criteria specified in Description of Incentives of this policy. Incentives that may be awarded through the provisions of this policy include financial and recognition awards. The Career Specialist will provide incentives only to those youth who:

- (1) are eligible for and registered in the youth program; and
- (2) meet the description of incentive(s).

Participants must be aware of the existence of such incentive and understand the terms and standards of its award to improve the likelihood of success and lead to a successful outcome or achievement of grant performance measures. Participants must sign a document stating they understand the incentive rules.

The educational goals for incentives listed below must be written in the Student Learning Plan (SLP) at Adult Education, if applicable. A copy of the SLP must be in the participant's WIOA file. All incentives must be addressed in the Title 1B Individual Service Strategy and notes.

The goals for incentives must be addressed in the appropriate program element section in the Title 1B Individual Service Strategy (ISS) as well as the short term goal section. Career Specialist must also document the incentive in the enrollment notes in AJL. A youth may be eligible for more than one incentive.

#### Description of Incentives (for Out-of-School Youth)

1. Ready Test passed \$50 each - \$200 Maximum
2. Educational Functioning Level Increase \$50 each-Max 3 - \$150 Maximum
3. Obtainment of Arkansas High School Diploma (GED) - \$200
4. Documented mastery of material presented in a required or recommended component by the local Adult Education program, such as Financial Literacy or Ready for Work- \$100
5. Attaining a credential or a specific job industry certification, such as ServSafe, OSHA, forklift, etc. -\$100
6. Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRc) - \$100

#### Documentation and Procedures for Payment (for Out of School Youth)

The Career Specialist will award incentives to participants, if they deem necessary, and will maintain sufficient written documentation to substantiate that the above-referenced criterion has been met for each participant. A Payment Request for Out-of- School Youth Incentives form (Attachment A) will need to be completed as well as the documentation shown below for incentive to be paid. The current ISS and any modifications will need to be available for review to show incentive has been addressed.

1. Ready Test passed
  - a. Documentation from Adult Education that show passage of Ready Test
2. Educational Functioning Level Increase
  - a. TABE pre- and post-test results showing an increase in educational functioning level.
3. Obtainment of GED
  - a. Copy of Arkansas High School Diploma Certificate or proof of attainment from school
4. Documented mastery of material presented in a required or recommended component by the local Adult Education program. such as Financial Literacy or Ready for Work
  - a. Copy of certificate received for completion of component.
5. Attaining a credential or a specific job industry certification, such as ServSafe, OSHA, forklift, etc.
  - a. Copy of credential or certification
6. Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRS)
  - a. Copy of certificate or documentation from testing center showing results.

#### Incentives for Work Experience and OJT Programs:

An incentive can be paid to Out-of-School Youth participants who successfully complete their Work Experience or On-the-Job Training assignments. The Career Specialist will determine successful completion for each participant. The youth participant will receive an incentive of \$50 after the successful completion of the activity.

Acceptable Documentation: The Career Specialist will complete the Payment Request for Out-of- School Youth

Incentives form and attest to the successful completion of the activity through a detailed case note.

Description of Incentives and Documentation (for In School Youth)

1. Participants with a grade point average of 3.5 at semester will receive an incentive of \$50.00 (Max of \$200.00)
  - a. Acceptable Documentation: Copy of school records such as report card
2. Participants who graduate high school will receive \$150.00
  - a. Acceptable Documentation: Verification from the school that the student has graduated.

The Career Specialist will complete the Payment Request for In-School Youth Incentives form (Attachment B), attach all verifying documentation, and submit for processing.

Attachments:

- A. Payment Request for Out-of- School Youth Incentives
- B. Payment Request for In- School Youth Incentives

Approved by the NCAWDB on

10/06/2021

Gayle Cooper, NCAWDB Chairperson:

Gayle Cooper