



## WORKFORCE INNOVATION AND OPPORTUNITY ACT

# Incentive Policy

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**¡IMPORTANTE!** Este documento contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al **Lafonda Colbert (580) 357-3500** para pedir asistencia en traducir y entender la información en este documento.

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**Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area  
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area  
Jefferson County, Stephens County, and City of Duncan Labor Market Area**

Equal Opportunity Programs/Employer  
Auxiliary aids and services available upon request for individuals with disabilities



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## INCENTIVE POLICY

**PURPOSE:** To provide guidance and establish the SCOWB standards of performance in the issuance of incentive payments to WIOA Title I Youth Program eligible and enrolled participants.

**BACKGROUND:**

20 C.F.R. §681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:

- (a) Tied to the goals of the specific program;
- (b) Outlined in writing before the commencement of the program that may provide incentive payments;
- (c) Align with the local program’s organizational policies; and
- (d) Are in accordance with the requirements contained in 2 C.F.R. part 200”

Department of Labor guidance provided in TEGL 21-16 expands upon part (d) above, clarifying that incentives must be in compliance with the Cost Principles in 2 C.F.R. part 200. For example, Federal funds must not be spent on entertainment costs, i.e., movie or sporting event tickets, or gift cards to venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

The Oklahoma Office of Workforce Development provides further guidance in OWDI 02-2016, Change 2, stating that incentive payments may be paid to WIOA ISY and OSY for milestones such as receiving a high school diploma or high school equivalency or other acceptable credentials.

OWDI 02-2016, Change 2, specifically lists the following as unallowable for incentive payments:

- Recruitment
- Submitting eligibility documentation
- Simply showing up for the program

**POLICY:**

**Incentives Procedures**

The Service Provider may make incentive payments to eligible enrolled/active youth participants based on properly documented attainment of benchmarks and goals. The Service Provider must establish and adhere to appropriate review procedures to ensure that all incentive payments are made in accordance with SCOWB guidelines and any applicable state policies and/or procedures.

Once the Service Provider has verified the proper attainment benchmark(s) is achieved and documented, the Service Provider will enter a Program Note clearly documenting/explaining the attainment of the benchmark and the ensuing request for incentive payment as well as the payment amount for each. A Service Entry must be made in OKJobMatch for any incentive payment. The Service Provider will complete the "Incentive Request" form for approval by their respective agency. Once approved, the Service Provider will put a copy of the form in the youth participant's case file in the appropriate case file section that relates to the incentive request being paid. The Service Provider will make arrangements to issue a check. If the request is denied, the Service Provider must enter a case note explaining why it was denied. The Service Provider will be responsible for presenting the payment to the participant.

### Equal Treatment

Incentive payments shall be administered in a manner to assure that all participants receive equal rewards for equal achievements. The Service Provider must publish a summary of incentive payments that are available to WIOA Youth Program participants, including a short description of the benchmark(s) that must be met and the amount of each incentive payment. This summary of available payments must be made reasonable available to each program participant (and, if the participant is a minor, to their parent or guardian) through methods such as pamphlets, brochures, videos, posters, websites, audio recordings, email messages, public announcements, etc.

### General Incentives for Participants Available

#### School Retention

- **Eligibility:** Any youth participant who:
  - Is enrolled in a recognized secondary or post-secondary program; and
  - Is meeting the State unit's academic standards, as described in TEGS 10-16
- **Benchmark:** For secondary education, this gain may be documented through receipt of a secondary transcript or report card for one semester showing that the participant is achieving the State unit's policies for academic standards. For postsecondary education, this gain must demonstrate a sufficient number of credit hours – which is at least 12 hours per semester or, for part-time students, a total of at least 12 hours over the course of two completed consecutive semesters during the program year – that shows a participant is achieving the State unit's academic standards. (passing grades).
- **Payment:** \$100 per semester, payable at the end of the first semester after enrollment into the WIOA Program and at the end of each semester thereafter
- **Documented By:** Report card or other progress report from the school. (Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file.)

**Attainment of High School Diploma or HSE**

- **Eligibility:** Any youth participant that has not yet completed a high school diploma or GED certificate.
- **Benchmark:** Completion of high school or HSE.
- **Payment:** \$200, payable upon the documented attainment of a diploma or certificate.
- **Documented By:** Diploma, certificate, letter, report, or completion notice from the school. (Participant must provide the original document. After review by the Youth Provider staff, a copy of the original will be maintained in the participant file.)

**Attainment of a Recognized Postsecondary Credential**

- **Eligibility:** Any youth participant who is enrolled in an education or training program that leads to a recognized postsecondary credential. The training program must be aligned with an in- demand industry sector or occupation in the South-Central Oklahoma area (as determined by SCOWB).
- **Benchmark:** Attainment of the recognized postsecondary credential while the participant is enrolled in the WIOA Youth program or within one year after exit from the program, whether or not the training was paid for with WIOA financial assistance.
- **Documented By:** Diploma, certificate, license, or similar documentation – which may include a letter, report, or completion notice from the training provider. Participant must provide the original document. After review by Youth Provider staff, a copy of the original will be maintained in the participant file).
- **Payment:**
  - Career Tech Certificate**
    - Demand Occupation: \$200
    - STEM-related: \$250
  - Associate's Degree**
    - Demand Occupation: \$200
    - STEM-related: \$250
  - Bachelor's Degree**
    - Demand Occupation: \$300
    - STEM-related: \$350
  - Occupational Licensure**
    - ...Attainment of a license recognized by the State of Oklahoma or an agency of the Federal Government
    - Demand Occupation: \$200
    - STEM-related: \$250
  - Occupational Certificate**
    - ...including Registered Apprenticeship and Career and Technical Education educational certificates
    - Demand Occupation: \$200
    - STEM-related: \$250

***Occupational Certification***

e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential, Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, etc.

- Demand Occupation: \$200
- STEM-related: \$250

***Other Recognized Certificates***

...of industry / occupational skills completion sufficient to qualify for entry-level or advancement in employment.

- Demand Occupation: \$100
- STEM-related: \$150

**Numeracy / Literacy Gain**

- **Eligibility:** Any youth participant who was assessed as having a deficiency in basic skills, based on an approved pre-test. The test must be based on the list of the tests the Secretary of Education determines to be suitable for use in the National Reporting System for Adult Education. The list of approved assessments is published annually in the Federal Register. See Tests Determined to be Suitable for Use in the National Reporting System for Adult Education; Education Department, 84 FR 8322 - <https://www.federalregister.gov/documents/2019/03/07/2019-04152/tests-determined-to-be-suitable-for-use-in-the-national-reporting-system-for-adult-education>
- **Benchmark:** The participant achieves an “educational gains” within a 6-month period. The educational gain shall be demonstrated by the results of an approved post-test of the same type. Before a post test can be administered 40 plus hours of instruction/remediation must be documented and uploaded into OKJM. In the post-test assessment, if the participant demonstrates an increase to the next functioning level in any of the areas – reading, writing, numeracy, speaking, listening, functional, and workplace areas – they have made an educational gain.
- **Payment: \$100**, payable after documentation of 40 plus hours of instruction/remediation and an increase to the next functioning level (Maximum amount of time between pre and post-test 6 months)
- **Documented By:** Pre and Post Test results. Documentation must be noted in the participants ISS and documentation must be uploaded in the applicable enrollment upload.

**Completion of ACT Compass Test**

- **Eligibility:** Any youth participant who, as a pre-requisite to entering post-secondary education completes the ACT Compass Test
- **Benchmark:** Completion of ACT Compass Test
- **Payment: \$100** (one-time only)
- **Documented By:** Presentation of ACT Compass Test results. After review by Youth Provider staff, a copy will be maintained in the participant file.

**Completion of ACT Test**

- **Eligibility:** Any youth participant who, as a pre-requisite to entering post-secondary education completes the ACT.
- **Benchmark:** Completion of the ACT
- **Payment:** \$100 (one-time only)
- **Documented By:** Presentation of ACT Test results. After review by Youth Provider staff, a copy will be maintained in the participant file.

**Softskill Training**

- **Eligibility:** Any youth participant who successfully completes a Work Experience Orientation component, such as the Academy program.
- **Benchmark:** Successful completion of Course
- **Payment:** \$100
- **Documented By:** Certificate of Completion will be maintained in the participant's file.

**Virtual Job Shadow Flex Lessons Incentive Payment**

**Eligibility:** Any youth participant who completes a Flex Lesson(s) by Virtual Job Shadow assigned by their case manager.

**Benchmark:** completion of a lesson(s).

**Payment:** \$50 per flex lesson and payable upon documented completion.

**Documented by:** a printed record of correct completion from Virtual Job Shadow verified and checked for content by a case manager, case manager signature and date signed, and uploaded

**Virtual Job Shadow Mini Lesson Incentive Payment**

**Eligibility:** any participant who completes a lesson(s) assigned by their case manager.

**Benchmark:** completion of a lesson(s).

**Payment:** based on lessons defined and schedule as follows and payable upon documented completion.

- Self Discovery including: Long and Short-Term Goals, Setting SMART Goals, Determine Your Personal Goals \$100.00

**Documentation:** [Goal Sheet](#)

- Employability Soft Skills including: Verbal Communication, Written Communication, Personal Development Essay \$100.00

**Documentation:** [Sample Job Application](#)

- Time Management including: What is Time Management, Self-Management & Independence \$100

**Documentation:** [Covey's Time Management Grid](#)

- Team Building including: Relationship Building, Teamwork and Collaboration \$100

**Documentation:** [Team Building Lesson One & Two worksheets](#)

- College & Career Research including: Job Shadowing, Internships, A Summer Job Guideline for Teens, How to Pick a College Major, Personal Essay \$100

**Documentation:** [Personal Essay](#)

- Land the Job including: Resume Preparation, Composing an Effective Cover Letter, Asking for Recommendations and Securing References, Job Applications 101, Maintaining a Professional

Appearance, Honing Your Interview Skills, and including completion of a resume that includes three references consisting of name, company, title, address, e-mail, phone, relationship, and years acquainted all verified good references by a case manager with any poor references replaced, and a cover letter for application to a targeted Work Experience \$250

[Documentation: Resume, Resume Quiz](#)

- Financial Literacy including: Budgeting Basics Part I, Budgeting Basics Part II, Checking and Savings Part I: Opening Your Accounts, Checking and Savings Part II: Using Your Accounts, Credit Basics, and including completion of a personal budget, \$250

[Documentation: Budgeting Lesson One & Two, Checking and Savings Account Lesson One & Two, Credit Basics worksheets](#)

**Documented by:** a printed record of correct completion from Virtual Job Shadow verified by a case manager or the specifically listed documentation, case manager signature and date signed, and uploaded.

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:** All Recipients, and Sub-recipients / Sub-grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**ACTION REQUIRED:** This South-Central Oklahoma Workforce Board Policy is to become a part of your permanent records and made available to appropriate staff and subrecipients.

**Approved: 1/13/2022**