# ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: P-10
Issuance Date: 9/10/2024
Subject: Youth Incentive

**Background**
This policy statement is based on the U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 21-16.

**Purpose**
Because youth performance outcomes are expected of the Workforce Development Board of North Missouri, incentives encouraging youth participants to successfully complete training or work experiences will be allowed. These incentives benefit the youth, the providers, and the WDB.

An incentive is a payment to an eligible WIOA Youth registrant for the successful participation and achievement of expected outcomes as defined in the individual's Individual Service Strategy (ISS). The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievements must be documented electronically and in the youth's file and/or MoJobs as the basis for an incentive payment. Incentives must be earned while actively participating in the WIOA Youth Program; incentives are not allowed to be earned while the youth is in follow-up.

Incentive payments may be awarded to WIOA Youth participants for completion and achievement in a WIOA activity. Incentive payments may be awarded for the following goal accomplishments or activities:

- Obtaining Secondary or Postsecondary Credential, Degree or Certificate
- Educational Functioning Level (EFL) Gains
- Successful completion of work experience
- Educational Performance

Incentive payments may be awarded as cash incentives only. Incentives must be paid within 90 days of the date earned. Total incentive payments are not too exceed $500 per person, per program year. Incentive goals must be indicated on the Individual Services Strategy (ISS) goal planning worksheet and be a part of the Youth employment plan.

**Attainment of a Secondary or Postsecondary Credential/Degree or Certificate**
High School Diploma or Equivalency: the participant must not possess this degree prior to enrollment; documentation will be a copy of the high school diploma or equivalency, or official transcripts verifying the completion. The documentation is to be in the participant file or MoJobs for data validation and must include the date of completion.

Recognized Credential, Degree or Certificate: the participant must not possess the

credential/degree prior to youth program enrollment; documentation will be a copy of the certificate, degree or official transcript. The documentation is to be in the participant file or MoJobs for data validation and must include the date of completion.

**Educational Progress**

Educational Functioning Level (EFL): documented achievement of at least one educational functioning level of a participant who is receiving instruction below the post-secondary level. Documentation indicating the pre-and post-test results must be entered into MoJobs. TABE tests must be administered by a program overseen by the Department of Elementary and Secondary Education.

State Unit's Academic Standards: secondary or post-secondary transcript or report card demonstrating a sufficient number of credit hours that shows a participant is meeting the State's academic standards.

Established Training Progress: satisfactory or better progress report toward established milestones, such as completion of a year of an apprenticeship program or completion of an OJT or similar milestones. Documentation of training progress reports from the training provider is required.

Passage of Trade-Related Exam: successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Examples: ServeSafe, forklift operator license, CPR, Med-Tech, OSHA, or any other trade related exam. Documentation of exam passage or acquired license is required.

**Successful Completion of a Work Experience**

Participants who are enrolled in Work Experience are authorized to receive an incentive award for successful mid-point monitoring as well as successful completion. This award shall be awarded no more than 2 times per contract year. This does not include any special Youth Work Experience programs such as TANF Jobs League or Scholars@Work. To be eligible for this incentive, the Work Experience Training Plan must be written for a minimum of
400 hours.

To be considered successful, the mid-point monitoring for the purpose of incentives, should be completed as closely to 200 hours as possible, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on two or more outlined activities. To be considered successful for the purpose of incentives, all contracted hours must be met, activity must be closed successfully, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on all outlined activities. If a participant is hired by the worksite prior to the completion of planned hours, this is also considered a successful completion. In the event a participant is unable to complete 100% of the hours planned, but has completed at least 80% of the hours planned, a waiver for the completion incentive may be approved by the Board Office.

In order to receive the incentive, documentation in the form of a mid-point monitoring report, progress reports, or end-point monitoring must be submitted. In order to process

the incentive, the required documentation will be placed in the youth's file and/or MoJobs and documented in the appropriate MoJobs screens; case noted in MoJobs demonstrating the criteria to receive the incentive has been met. A completed WIOA

Youth Incentive Form (with supporting documentation and MoJobs case note) will be required for processing payment.

**Successful Completion of an On-the-Job Training (OJT)**
Participants, 18 years of age or older with a High School diploma or equivalent, who are enrolled in On-the-Job Training (OJT) are authorized to receive an incentive award for successful mid-point monitoring, as well as successful completion of the OJT. The OJT Training Outline must be written for a minimum of 480 hours to be eligible for this incentive. This award shall only be given for OJT funded by WIOA Youth.

To be considered successful mid-point monitoring for the purpose of incentives, monitoring should be completed as closely to 50% of the contracted hours as possible, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on two or more outlined activities. To be considered successful for the purpose of incentives, all contracted hours must be met, activity must be closed successfully, and monitoring report must show youth as 'proficient' or 'exceeds expectations' on all outlined activities. In order to receive the incentive, documentation in the form of a mid-point monitoring report, progress reports, or end-point monitoring must be submitted.

In order to process the incentive, the required documentation will be placed in the youth's file and/or MoJobs; case noted in MoJobs demonstrating the criteria to receive the incentive has been met. A completed WIOA Youth Incentive Form (with supporting documentation and MoJobs case note) will be required for processing payment.

An individual cannot receive an incentive for both the MSG for OJT or Work Experience mid-point/end-point and the Completion of Measurable Skills Gain (MSG) as defined in Issuance.

**Incentive Payment Form**
The WIOA Youth Incentive Form provides the amount of the incentives and a list of allowable documentation to document youth incentives. This form must be completed and submitted with documentation to the WDB for payment. The form and related documentation must be uploaded to MoJobs per state issuance.