

**Saint Louis County Incentive Policy  
OWD Issuance 14-2019**

According to **OWD Issuance 14-2019; Statewide WIOA Youth Program Incentive Policy**. WIOA permits incentive payments to enrolled youth participants for recognition and achievement directly tied to training activities and work experiences. Incentive may be awarded to participants based upon their progress and/or achievement of milestones in the program tied to education, training, or work experience as outlined in their Individual Service Strategy (ISS).

In the Saint Louis County Local Area, we support and have adopted the definition of incentive payments in accordance with DWD Issuance 04-2018; WIOA Participant Activity Codes and Definitions.

“Payments to youth participants for recognition and achievement. Incentive payments must be directly tied to training activities and work experiences. Incentive payments may not include entertainment, such as movies or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.”

Saint Louis County WFDB’s goal is to use incentive payments as both a reward system. Incentives should be used to motivate youth participants to work towards their goals as outlined in their Individual Service Strategy (ISS). Incentives should also be used to reward youth participants for accomplishing their goals as outlined in their Individual Service Strategy (ISS). Yet, incentive payments are not an entitlement and will be provided on a case-by-case basis. In addition, all incentive considerations and payments are subject to the availability of WIOA youth funds.

**Incentives**

The following incentive chart should be used as a **maximum** allowable payment guide, based upon the achievement listed. Achievements not listed, although recognizable, are not eligible for any incentive payment. Incentive payments may be lower based upon the availability of WIOA youth funds. Incentives must be provided within **60 days** of the achievement.

**Maximum Allowable Payment Guide:**

|   |          |
|---|----------|
| High School Perfect Attendance  | \$25.00  |
| High School Honor Roll  | \$50.00  |
| Returning to high school after compulsory attendance issues   | \$50.00  |
| <i>*will receive this amount every 6 months as long as they attend high school until graduation*</i>                                |          |
| Attainment of a High School Diploma   | \$100.00 |
| HISET Attainment  | \$100.00 |
| Completion of a Dropout Prevention and Recovery program and the receipt of a secondary school diplomas or its recognized equivalent | \$100.00 |

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Including a recognized certificate of attendance or similar document for  
Individuals with disabilities

|  |          |
|--|----------|
| Attainment of Post-Secondary Certificate   | \$150.00 |
| Completion of Entrepreneurial training   | \$25.00  |
| Completion of first Adult Education & Literacy remediation<br>*at least 40 hours           | \$100.00 |
| Completion of each subsequent Adult Education & Literacy remediation<br>*at least 40 hours | \$25.00  |
| Post TABE test and increasing score by one EFL in one area                                 | \$25.00  |
| Post TABE test and increasing score by two EFL in one area                                 | \$50.00  |
| Post TABE test and increase above an 8 <sup>th</sup> grade level in all deficient areas    | \$75.00  |
| Completion of an unpaid internship<br>*90 days or longer                                   | \$100.00 |
| Completion of a pre-apprenticeship program   | \$50.00  |
| Completion of a pre-apprenticeship program that leads to<br>an apprenticeship              | \$200.00 |

### **Documentation**

#### **Case Management System Documentation**

All incentives must be documented via a service note in the current case management system. The service note must include the following information:

- Reason for the incentive
- List the documentation used to authorize the incentive
- Date of incentive
- Tally of all incentives received thus far

#### **File Documentation**

At least one of the “allowable documentation” sources must be in the participant’s file. A signed “incentive” receipt must also be in the participant’s file. In addition, a copy of the payment source must be in the file (i.e. copy of the VISA/Mastercard/AMEX gift card, money order, cashier’s check or organizational check).

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*Examples of allowable documentation:*

| <b>INCENTIVE CATEGORY</b>                             | <b>ALLOWABLE DOCUMENTATION</b>  |
|---|---|
| High School Perfect Attendance                        | School Records  |
| High School Honor Roll                                | School Records  |
| Compulsory Attendance                                 | School Records  |
| High School Diploma                                   | School Records  |
| HISSET Attainment                                     | Copy of the HISSET Comprehensive Score Report   |
| Drop-out Recovery                                     | Documentation from the organization or entity providing the drop-out recovery services/training/education |
| Post-Secondary  | School Records or Copy of Diploma or Copy of Certificate or Copy of License                               |
| Entrepreneurial Training, Financial Literacy Training | Certificate of Completion or Attendance Sheets  |
| AEL Remediation                                       | Attendance Sheets or Documentation from the AEL Instructor  |
| TABE EFL increases                                    | AEL TABE test sheets  |
| Unpaid Internship                                     | Documentation from employer, company, agency or entity providing the internship                           |
| Pre-Apprenticeship                                    | Documentation from the agency, company, union or entity providing the pre-apprenticeship                  |

**Payments:**

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Incentive payments will be determined by the subrecipient, in accordance with Department of Labor Federal Regulations 34 -CFR 463.37 section 681.640 and Uniform Guidance 2 CFR part 200 and DWD Issuance 08-2017; WIOA Participant Activity Codes and Definition Revisions, "Payments to youth for participation recognition and achievement. Incentive payments must be directly tied to training activities and work experiences. Incentives payments may not include entertainment, such as movie or sporting event tickets or gift cards to movies theaters or other venues whose sole purpose is entertainment."

St. Louis County Division of Workforce will **ONLY** reimburse for the face value of the payment. St. Louis County Division of Workforce does not pay for activation fees and or any service fee associated with obtaining gift cards, money orders, cashier checks or organizational checks. St. Louis County Division of Workforce Development recommends subrecipient purchase specific store gift cards to eliminate any additional fees. These stores include but are not limited to; Macy's, Wal-Mart, Targets, etc. this is ONLY a suggestion not a directive.

If you have any questions please contact St. Louis County Division of Workforce Development prior to the purchase to ensure your reimbursement.

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**Incentive Receipt Form**

I \_\_\_\_\_ received  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Participant's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Name (Signed)

\_\_\_\_\_  
State ID Number

-----

\_\_\_\_\_  
Case Manager's Name (Signed)

\_\_\_\_\_  
Date

|                          |    |
|--------------------------|----|
| Current Incentive Amount | \$ |
|--------------------------|----|

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|  |    |
|--|----|
| Total Incentives Received During Current Program Year<br>(total dollar amount) | \$ |
| Total Incentives Received Since Enrollment<br>(total dollar amount)            | \$ |