

WIB of SWMO Incentive Policy (Youth)

- The Incentive program is intended to reward participants completing activities indicated on the Individual Service Strategy and for achieving outcomes related to WIOA performance measures.
- Incentives are paid in the form of a check to the participant.
- The types of activities leading to an incentive are listed below along with the types of documentation needed for the WIB fiscal department to initiate payment (All incentives require the Incentive Request Form and printed Case Notes).
- Incentives are paid on a one-time basis only unless marked as recurring. Incentives cannot be earned for an outcome obtained prior to the date of participation.
- No Incentives will be paid after the 4th Quarter of Follow-Up services.
- All documentation must be maintained in the participant's hard copy file. MoJobs data entry must be completed to include all screens and service notes.
- The Program Coordinator must approve all Incentive Request Forms prior to submission to the WIB.

HSE Attainment

- \$100 payment for obtaining a HSE certificate
- Documentation: Transcript or Transcript Search Form

High School Diploma

- \$100 payment for obtaining a High School Diploma
- Documentation: Copy of Diploma

Post-Secondary Degree or Certificate

- \$100 payment for obtaining a Post-•-Secondary degree or other WIOA approved Advanced Training credential.
- Documentation: Copy of Diploma or Certificate

Placement in Education or Employment (2nd or 4th Quarter after Exit)

SPECIAL ELIGIBILITY GUIDELINE: MUST COUNT IN NUMERATOR OF PLACEMENT WIOA

PERFORMANCE OUTCOME

- \$100 payment for entering post-•-secondary education or unsubsidized employment (including military) while enrolled in the program. Education and Employment must be maintained during the 2nd Quarter after Exit from the program to be eligible for this incentive.
- Documentation: Employer Letter or Employment Verification Form or Current Pay Stub or Verification from School

Literacy and Numeracy Gains (recurring*)

This incentive consists of two parts and is related to TABE scores in Reading, Math, or Language:

- \$20 for a full one point increase in an Educational Functional Level from the EFL recorded at enrollment in any of the three subject areas (must be assessed during time of enrollment in program).

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- \$50 for attaining a 5 EFL in all three subject areas
- Documentation: Copy of most recent TABE test report (must be during time of enrollment in program).(*can only be earned once in a program year)

Workshop or Community Service (recurring)

- \$15 payment for each Workshop (2 hrs - 1 / 2 day) or Community Service opportunity attended
- Documentation: Copy of sign-in sheet or timesheet, agenda from meeting signed by instructor, case note in MoJobs by Job Center Staff.

National Career Readiness Certificate

- \$10 for taking the NCRC, but not achieving a score
- \$20 for achieving a Bronze level
- \$30 for achieving a Silver level
- \$40 for achieving a Gold level
- \$100 for achieving a Platinum level
- Documentation: service note, screen shot of test score in MoJobs assessment tab.