

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 unless marked as recurring. Incentives cannot be earned for an outcome obtained prior to the date of participation.
- Incentives will be paid only during the active stage of the program (Date of Participation to Date of Exit). No incentives will be paid after exiting to follow-up.
- 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

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).
- \$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)