

**Pinal County Workforce Development Board (PCWDB)
Policy Broadcast (PB)
PCWDB PB 20-3
WIOA Title I-B Adult, Dislocated Worker and Youth Incentives
Effective April 2, 2021**

With DES approval, Workforce Innovation and Opportunity Act (WIOA) Title I-B funding may be used to pay incentives to Adult, and Dislocated Worker Program participants. WIOA I-B allows Youth Program funds to be used to provide incentives to participants. Policy Broadcast (PB) 20-3 is to inform PCWDB's WIOA Title I-B Adult, Dislocated Workers, and Youth Programs service providers of policy regarding use of incentives in recognition of participant training and Work Experience (WEX) achievements.

References: Workforce Innovation and Opportunity Act (WIOA) of 2013 (P.113-128), WIOA Final Rules 20 CFR 681.640, 2 CFR 200.75, and 2 CFR 200.456, Arizona Department of Economic Security (AZDES) WIOA Title I-B Youth Program Policy section 208, and AZDES WIOA Title I-B Fiscal Policy Section 700.

Incentive requirements

- A. Incentives paid to WIOA Title I-B Adult, Dislocated Worker and Youth Programs must be directly related to a training service or WEX.
- B. All incentives must be justified and documented in the Individual Employment Plan (IEP), or Individual Service Strategy (ISS) and in AJC by service provider staff. The Incentives/ bonuses service must also be added to the S & T plan in AJC when incentives are provided in addition to documenting in case notes.
- C. Service Provider staff must document the following in the IEP or ISS and in AJC system case notes for each participant receiving the incentive(s):
 - 1. The justification for the contribution to the participant's success as a result of the incentive payment; and
 - 2. How the incentive payment was calculated.
- D. Service providers must also internally maintain appropriate and identifiable expenditure records of incentive payments for the purposes of local, state, and federal monitoring/audits.
- E. Service providers must safeguard cash and other similar items (e.g., gift cards) in accordance with PCWDB and the service provider's internal controls policy.

- F. Incentives only payable to the participant, and not third parties.
- G. Incentives must not be paid to maintain employment in the second and fourth quarters after exit.
- H. All incentives must be in compliance with 2 CFR part 200 (e.g., federal funds must not be spent on entertainment).
- I. All incentives are subject to the availability of funds.

Incentive Limits

A. Incentive for Attainment of Secondary School Diploma

1. **Up to \$200** may be paid to a participant for completion of a secondary diploma during participation or within one year after exit.
2. An additional \$50 may be paid to the participant when the participant also obtains employment or enters a training program leading to a recognized postsecondary credential within one year after exit. Placement information and school status must be documented in the AJC system.
3. The secondary school diploma must be the result of training that occurred during participation in the WIOA Title I-B program.
4. A copy of the secondary school diploma must be uploaded into the AJC system for the program prior to paying the incentive.
5. Incentives for Secondary School Diploma may only be provided WIOA Title I-B Youth Program.

B. Incentive for Attainment of High School Equivalency Diploma

1. Up to \$200 may be paid to a participant for obtaining a High School Equivalency (HSE) diploma during participation or within one year after exit.
2. An additional \$50 dollars may be paid when the participant obtains employment or enters a training program leading to a recognized postsecondary credential within one year after exit. Placement information and school status must be documented in the AJC system.
3. The HSE diploma must be the result of training that occurred during participation in the WIOA Title I-B program.
4. A copy of the HSE diploma must be uploaded into the AJC system for the program prior to paying the credential.

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5. For the WIOA Title I-B Adult and Dislocated Worker Programs, incentives may only be paid for the attainment of a HSE diploma when the participant received the *Basic Skill Training Provided in Combination with Another Training Service* during participation. In this case, a second incentive may be paid for the attainment of an industry recognized credential when the occupational skill component of the training service results in an industry recognized credential, in accordance with C of this section.

C. Incentives for Attainment of Industry-Recognized Credential

1. Up to \$300 dollars may be paid to a participant for obtaining an industry-recognized credential. Industry-Recognized credentials are defined in the [Arizona Department of Economic Security \(DES\) WIOA Title I-B Training Services Policy](#).
2. An additional \$50 may be paid for obtaining employment in an occupation related to the training. Job placement and occupation information must be added to the AJC System.
3. The industry-recognized credential must be the result of training that occurred during participation in the WIOA Title I-B program.
4. A copy of the industry-recognized credential must be uploaded into the AJC system for the program prior to paying the credential.

D. Incentive for Measurable Skills Gain Attainment

1. Up to \$50 may be paid to a participant for achievement of a Measurable Skill Gain. Types of measurable skills gains are included in the WIOA Performance Accountability policy.
2. Acceptable documentation for each type of measurable skill gain must be uploaded into the AJC system prior to paying for any incentive being for Measurable Skill Gain. Types of acceptable documentation for each type of MSG will be included in the PCWDB WIOA Title I-B Performance Accountability policy.
3. A participant may earn **three MSG incentives per program year**.

E. Work-Based Training - On-the-Job Training and Customized Training

1. Up to \$100 may be provided to a participant for successful completion of on-the-job training (OJT), or customized training that does not result in a recognized credential. If the OJT or customized training does result in a recognized, an incentive for the credential may be paid, refer to section C of this section.
2. The incentive amount and length of work-based training, and end date of training must be included in the IEP or ISS, and must be agreed to by the participant, employer and WIOA Title I-B program staff before the start of the training program.
3. Progress reports from the training provider or employer, and case notes must document the completion of the work-based training.
4. Work readiness and skill attainment achievements during OJT:
 - a. Up to \$25 may be paid to a participant for achievements during a OJT and training activities, including demonstration of soft skills, such as:
 - i. Attendance/ punctuality and interpersonal relationships as documented;
 - ii. Obtainment of job skills as specified in the training plan;
 - iii. Specific task completion as documented by progress reports from the employer; and
 - iv. Completion of workshops, including work readiness workshops and study skill workshops.
 - b. Goals for achievements during a WEX or training activity must be outlined in the WEX Agreement, and IEP or ISS.

Note: OJT is considered a WEX for the WIOA Title I-B Youth Program.

F. Work Experience

1. Up to \$50 may be paid to the participant upon successful completion of a WEX.
2. The amount of the incentive, length of WEX, end date of the WEX must be included in the ISS/ IEP and be agreed to by the participant, employer and WIOA Title I-B program staff before the start of the WEX program.
3. Progress reports, time sheets, attendance reports and case notes in the AJC System must document the completion of the WEX. In limited

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circumstances, participants may participate in more than one WEX during participation.

4. Work readiness and skill attainment achievements during WEX:
 - a. Up to \$25 may be paid to a participant for achievements during a WEX and training activities, including demonstration of soft skills, such as:
 - i. Attendance/ punctuality and interpersonal relationships as documented;
 - ii. Obtainment of job skills as specified in the training plan;
 - iii. Specific task completion as documented by progress reports from the employer; and
 - iv. Completion of workshops, including work readiness workshops and study skill workshops.
 - b. Goals for achievements during a WEX or training activity must be outlined in the WEX Agreement, and IEP or ISS.
 - c. Incentive amounts and requirements must be agreed by the participant, employer, and program staff prior to the start of the training or WEX.
 - d. Documentation including progress reports, attendance reports and documentation of completed tasks signed by the employer.

G. Incentives for Transitional Jobs

1. Up to \$200 may be paid to participants upon successful completion of a Transitional Job.
2. The amount of the incentive, length of transitional job, end date of the transitional job must be included in the ISS/ IEP and be agreed to by the participant, employer and WIOA Title I-B program staff before the start of the transitional jobs program.
3. Progress reports, time sheets, attendance reports and case notes in the AJC System must document the completion of the transitional jobs. In limited circumstances, participants may participate in more than one transitional jobs during participation.

4. Work readiness and skill attainment achievements during transitional jobs:
 - a. Up to \$25 may be paid to a participant for achievements during a transitional job, including demonstration of soft skills, such as:
 - i. Attendance/ punctuality and interpersonal relationships as documented;
 - ii. Obtainment of job skills as specified in the training plan;
 - iii. Specific task completion as documented by progress reports from the employer; and
 - iv. Completion of workshops, including work readiness workshops and study skill workshops.
 - b. Goals for achievements during a transitional job must be outlined in the Transitional Jobs Agreement, and IEP or ISS.

If you have any questions regarding PCWDB's WIOA Title I-B Adult, Dislocated Worker or youth policies or requirements in this PB, email moriahrobles@pinal.gov.