TO: Lowcountry Workforce Innovation and Opportunity Act Contractors/Service Providers/Sub-recipients/One-Stops

ISSUANCE DATE: November 17, 2016

EFFECTIVE DATE: November 17, 2016

REVISED DATE: July 26, 2023

SUBJECT: Youth Incentives

EXPIRATION DATE: Indefinite

PURPOSE:
The purpose of this instruction is to transmit the Lowcountry Workforce Board’s Youth Incentive Policy under the Workforce Innovation and Opportunity Act.

REFERENCES:
Workforce Innovation and Opportunity Act (Public Law 113-128)
Title 20 Code of Federal Regulations (CFR) “WIOA, Final Rule” § 681.640, § 677.155(c)(5);
TEGL 21-16 Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance; TEG 8-15 Second Title 1 WIOA Youth Program Guidance; TEG 23-14 WIOA youth program transition guidance; TEN 22-19 Technical Assistance Resources for the Workforce Innovation and Opportunity Act (WIOA) Youth Program; TEG 09-22 Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance.

BACKGROUND:
Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The Department of Labor recognizes that incentives can be a critical tool to keep youth participants engaged in the program and the Lowcountry has over a decade of demonstrated outcomes utilizing Youth Incentives.

Local programs must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:

(a) Tied to the goals of the specific program
(b) Outlined in writing before commencement of the program that may provide incentive payments;
(c) Align with the local program’s organizational policies; and
(d) Are in accordance with the requirements contained in 2 CFR part 200.

Lowcountry Council of Governments
PO Box 98 1634 Campground Road
Yemassee. South Carolina 29945
Main 843.473.3990  Aging: 843.473.3991 Fax: 843.726.5165
www.lowcountrycog.org
POLICY:
Incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Incentive activities/service codes must be reported in SCWOS in accordance with the latest State issued Youth Activity Code Definitions and Advanced Fund Tracking (AIFT).

All incentives must be earned and paid during the period of Youth participation (after program enrollment and prior to program exit).

The Participant must pick up Incentive checks from Lowcountry Workforce Staff. The participant must sign and date a receipt for the incentive check which must be maintained in the participant file.

The following Incentives apply to specific Measurable Skill Gains (MSG) Program Performance Goals. Measurable Skills Gains are defined as documented academic, technical, occupation or other form of progress towards a credential or employment training.

To qualify for MSG Incentives an individual must be an eligible Out of School Youth and must, during a Program Year (July 1 – June 30),:
(1) Participate in a Lowcountry Workforce Area approved education program that leads to employment;
(2) And achieve a Measurable Skill Gain during that program year;
(3) And submit written documentation demonstrating Documented Progress (see below) regarding achievement of the Measurable Skills Gain from the service provider during the program year or before the State mandated deadline for submission of data for the WIOA Federal Annual Performance report submission and prior to the participant exiting.

Depending on the type of education program, Documented Progress is defined as one of the following:
(i) Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary level (See A below).
(ii) Documented attainment of a secondary school diploma or its recognized equivalent (See B below)

A. Out of School Youth with an Entry Date prior to September 26, 2018 who participate in Remediation or General Equivalency Diploma (GED) training with a Lowcountry approved Adult Education or Literacy service provider may earn Incentives of Fifty ($50.00) Dollars for each Adult Basic Education (ABE) - Educational Functioning Level (EFL) level achieved, subject to the restrictions herein. Prior to program exit the Youth would be required to submit written documentation from the service provider showing achievement of each EFL level (both pre and post tests and confirmation from Provider). The Incentive for attainment of any EFL must be during the period of participation (prior to Exit).
B. Out of School Youth who do not have a High School Diploma (HSD) or General Equivalency Diploma (GED) and who participate in a Lowcountry approved education program to attain a HSD or GED and who subsequently earn a State of South Carolina Department of Education accredited HSD/GED prior to program exit and who submit a copy of their HSD/GED or written documentation from Adult Education or SC Department of Education showing attainment of the HSD/GED may earn a Two Hundred Fifty ($250.00) Incentive, subject to the restrictions herein. The Incentive for attainment of a HSD/GED must be during the period of participation (prior to Exit date).

The following Incentives apply to Youth Work Experience specific activity.

Youth participants may earn a Two Hundred Fifty ($250.00) Work-Based Learning Incentive, per successfully completed Work Experience (§ 681.600) activity, subject to the restrictions herein.

As described in TEGL No. 8-15 and TEGL No. 21-16 allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable work experience expenditures include Incentive payments directly tied to the completion of work experience.

To qualify for Incentives an individual must be an eligible Youth and must during a Program Year (July 1 – June 30):

(1) Successfully complete a Lowcountry Workforce Area funded Work Experience (§ 681.600) activity.
   a. Successful completion is defined as
      i. Completion of the Work Experience as described on the Work Site Addendum to the contract. A minimum of 90% of the planned hours and funds on the Work Addendum must be completed/paid when the activity is actually complete.
         1. Compare Worksite Addendum project Total Cost and Hours to SCWOS AIFT Voucher and Payments. At close of activity Actual hours and costs must be 90% - 100% of Planned hours and cost.
      ii. AND written satisfactory or better evaluation by the Work Based Learning site supervisor upon completion.
         1. Final Work Experience timesheet form, Worksite Supervisor
            Evaluation for each section must be at least 3 out of 5.

SCWOS Service Code reporting Incentive Activities and Payment.
The correct service/activity code must be used in SCWOS to document each Incentive payment to Youth for recognition and achievement directly tied to a Work Experience (§ 681.600) or education, training. There must be a training, education or work-based learning service code in SCWOS prior to incentive code entry. Payments must be reported in SCWOS AIFT. This service code must be used in conjunction with or following a service that represents a valid Youth element in order for an individual to be considered a participant. Documentation meriting the award of the incentive must be maintained in the participants file.
ACTION:
The information provided herein should be reviewed by all Lowcountry Contractors/Service Providers/Sub-recipients/Staff/One-Stops, a copy should be maintained in a central location, and distributed to all applicable staff. All appropriate deletion of outdated information and replacement with current information should be made.

CONTACT:
Inquiries pertaining to this instruction should be directed to Shelly Campbell, Lowcountry Council of Governments, Post Office Box 98, Yemassee, SC 29945, (843) 726-5536
scampbell@lowcountrycog.org,

Michael V. Butler
Workforce Development Director