



## TITLE: Alternative Compensation Policy # 6200

---

**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:**

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** N/A

---

### Purpose

This policy provides guidance and direction around approved forms of alternative compensation for WIOA Programs. Individuals enrolled in training and education programs through WIOA are eligible to receive compensation aside from and/or in addition to standard wages earned. These forms of compensation are designed to offer support beyond what is otherwise available through other sources, and is provided to assist program participants in meeting emergent needs.

---

### Policy

PacMtn contractors for service provision are authorized to provide alternative compensation for individuals who are enrolled in the program, and participating in training and/or education programs that will assist them in meeting program performance targets. This alternative compensation will be issued as funds allow, and in accordance with allowable cost principles.

---

### Policy Guidelines

Alternative Compensation includes many different types of payment. Among them, Incentives for Program Performance, Stipends and Needs Related Payments are included.

PacMtn does not offer Needs Related Payments, which offers cash assistance to individuals based on financial need alone.

PacMtn offers Stipends and contractors can issue these payments in accordance with their organizational policy. Stipends must be tied to activities directly related to meeting contractual performance metrics. Stipend structures and policies which detail payments tied to non-performance related activity or achievement are not allowable.

PacMtn also offers Incentives for Program Performance, and its contractors can issue these payments in accordance with their organizational policy. Incentives for Program Performance must be tied to activities directly related to meeting contractual performance metrics. Incentive structures and policies which detail incentives tied to non-performance related activity or achievement are not allowable. To that end, only one Incentive for Program Performance should be issued for participants for each category, regardless of the number of times it has been achieved.

To be eligible to earn stipends and incentives, individuals must:

- Be enrolled in a WIOA Program;

- Be actively engaged in services offered through WIOA Programs, in accordance with their Individual Service Strategy (ISS), or Individual Employment Plan (IEP). Activities not supported through the ISS or IEP will not be allowable. Approved services to earn incentives include, but are not limited to: training leading to credential, secondary or post-secondary education, apprenticeship, work-based learning activities, employment, or follow-up services; and
- Have not previously received an incentive in the same category.

All incentive payments must be retained in the participant file, along with proper documentation. Documentation requirements are detailed in the Alternative Compensation Procedure #6200P.

*Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.*

---

## **References**

---

Alternative Compensation Procedure #6200P  
Workforce Innovation and Opportunity Act of 2014  
WorkSource System Policy 1019, Revision 3 & Attachment A, Eligibility Handbook  
Training and Employment Guidance Letter (TEGL) 23-14  
TEGL 08-15

**DATE APPROVED: June 4, 2016**

---

**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**1570 Irving Street SW**  
**Tumwater, WA 98512**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.