



# TITLE: WIOA Alternative Compensation Procedures # 6200P

**Type:** Program Procedure

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

**Date Last Revised:**

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

**Status:** Final

**Supersedes:** N/A

## Procedures

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

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

PacMtn does offer Incentives for Program Performance, and contractors can issue these payments in accordance with their organizational policy. Contractors must develop policies and procedures that detail the following:

- Category of incentives earned
- Amount of incentive
- Frequency of incentive
- Tracking expectations to prevent multiple payments
- Documentation requirements
- Limits for incentives issued per program year

Incentive structure should be based on award amount, and should be revisited/updated annually, once budget is determined. In addition, incentives must be tied to grant activity that directly supports the achievement of contract performance metrics. Incentive structures that offer alternative compensation for program activity not tied to performance will not be approved or allowable.

Incentive requests and payments should be documented in participant files, and contain required documentation for each expenditure. Required documentation includes:

- Incentive form that details category and amount
- Authorization from budget-level supervisor
- Official proof of completion of incentivized activity/service
- Signature of participant receiving incentive
- Signature of staff issuing incentive

Self-attestation for achievement of incentive will not be accepted.

*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.*

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## References

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Alternative Compensation Policy #6200  
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

NOTE: The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

**DATE APPROVED: June 4, 2016**

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