

TITLE: WIOA Adult, Dislocated Worker, and Youth SWA Incentive Payment Procedures #3.1.1-P

Type: Program Procedure

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Supersedes: Alternative Compensation

Procedural Guidelines

This document provides guidance and direction of the procedures that must be followed when providing incentive payments to individuals determined eligible and enrolled as participants in a WIOA Title I-B Adult, Dislocated Work, Youth and/or Statewide Activity funded programs as allowable under Title I-B of the Workforce Innovation and Opportunity Act (WIOA).

All Local Workforce Development Boards (PacMtn WDC) as well as all WIOA Title I Contractors choosing to offer program performance incentives to WIOA Title I Adult, Dislocated Workers and Youth program participants must have policies and procedures that govern the award of incentive payments to those participants.

Please see PacMtn Policy #3.1.1: WIOA Adult, Dislocated Worker, Youth and Statewide Activity (SWA) Incentive Payments.

Procedures

As stated in PacMtn's Incentive Payment Policy #3.1.1, contractors may provide incentive payments as follows:

- To participants enrolled in a WIOA Adult, Dislocated Worker, Youth and/or Statewide Activity funded programs, when participating in work experience, training and/or educational programs tied to grant activities that directly support the goals of WIOA and assist them in meeting state and/or local program performance targets.
- Incentive payments issued, individually or in combination, may not exceed an accumulative total of \$7,000.00 per participant per program year.

To be eligible to provide incentive payments, service providers must:

- Create policies and procedures that must include detail of the following:
 - Category of incentives earned
 - Amount of incentive
 - Frequency of incentive
 - Documentation requirements

- Submit policies and procedures for Incentive Payment to PacMtn for approval.

To be eligible to earn incentive payments, individuals must:

- Have a program enrollment entered into the MIS system in a WIOA Title I-B Adult, Dislocated Worker, Youth, and/or Statewide Activity funded Program.
- Be actively engaged in eligible services offered through a WIOA Adult, Dislocated Worker, Youth, or Statewide Activity funded program, in accordance with their individual participation plan and or Individual Service Strategy.

WIOA Youth Only

Incentive payments to WIOA Title 1 youth participants are permitted for recognition and achievement of milestones tied to work experience, education, and/or training. To that end, the allowable WIOA Title 1 youth program elements to which incentives may be tied can be found in PacMtn Policy \$3.1.1, Attachment A.

Minimal Documentation Requirements:

- The WIOA Youth service provider must document in the MIS in the Case Note Touchpoint the following detail:
 - The associated eligible Youth service and achievement in order to gain the incentive
 - The date of the activity
 - The incentive amount tied with the achievement
- The WIOA Youth service provide must provide the following accompanying documentation for Incentive Payments:
 - The purchase order or similar fiscal documentation identifying the incentive date, amount, and funding source.

WIOA Adult and Dislocated Workers Only

Incentive payments to WIOA Title I adult and dislocated worker participants are limited to achievement milestones directly tied to work experiences and the following WIOA-recognized training services – occupational skills training, registered apprenticeship, on-the-job training, increased capacity training, customized training, and entrepreneurial training.

Minimal Documentation Requirements:

- The WIOA Adult and Dislocated Worker service provider must document in the MIS in the Case Note Touchpoint the following detail:

- The associated Work Experience and/or Training Service and achievement in order to gain the incentive.
- The date of the activity
- The incentive amount tied with the achievement
- The WIOA Adult and Dislocated Worker service provided must provide the following accompanying documentation for Incentive Payments:
 - The purchase order or similar fiscal documentation identifying the incentive date, amount, and funding source. Service providers must also internally maintain appropriate and identifiable expenditure records of incentive payments.

Service providers must also internally maintain appropriate and identifiable expenditure records of incentive payments for the purpose of local, state, and federal monitoring and audits.

Service providers must work with program applicants and/or participants to help identify if the issuance Incentive Payments through a PacMtn/WorkSource system program will negatively impact the individual and any other means of funding, earnings or compensation they may be in receipt of.

The allowance for and limits on incentive payments to WIOA Title I youth participants in projects funded by WIOA Title I statewide activities discretionary funds will be outlined by the State in the contracts' special terms and conditions.

The total amount of incentive payments to WIOA Title I adult participants and WIOA Title I dislocated worker participants in any single program year (July 1 to June 30) may not exceed the limits, if any, established in local policy for WIOA Title I adult program formula grants and dislocated worker program formula grants, respectively, in that program year (e.g., an LWDB may choose to cap the total amount of incentive payments at no more than 5 percent of a Title I adult or dislocated worker formula grant).

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

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Employment Guidance Letter's (TEGL's) 21-16, 19-16, 23-14 & 08-15

WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook

WorkSource System Policy 5602 (Rev5) - Supportive Services and Need Related Payments

WorkSource System Policy 5621 (Rev5) - Incentive Payments

PacMtn Policy #3.1.1-v1: WIOA Adult, Dislocated Worker, Youth and Statewide Activity
Incentive Payments

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.

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Direct Inquiries to:
Pacific Mountain Workforce Development Council
201 5th AVE SW, STE. 401
Olympia, WA 98501
Telephone: (360) 515-5134
Email: Info@pacmtn.org

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