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PY 2016 LOWCOUNTRY WORKFORCE INSTRUCTION NUMBER 04

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: September 26, 2018

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)

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.

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POLICY:

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.

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

To qualify for 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 Measureable 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 education 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).

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:

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