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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: N/A

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 program 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

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- (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.

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 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 or training program that leads to a recognized postsecondary credential or 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 or training 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)
- (iii) Secondary or postsecondary transcript or report card that shows a participant is achieving the State unit's academic standards; (See C below);
- (iv) Satisfactory or better progress report, toward established milestones, such as completion of On the Job Training (OJT) or completion of 1 year of an apprenticeship or similar milestones, from an employer or training provider who is providing training; (See D below) or
- (v) Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams (See E below).

- A. Out of School Youth who participate in Remediation or General Equivalency Diploma (GED) training with a Lowcountry approved Adult Education or Literacy service provider may earn Incentives of One Hundred (\$100.00) 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) and prior to receiving any instruction at the postsecondary level, if applicable.
- 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 Five Hundred (\$500.00) 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).
- C. Out of School Youth who enroll in a Lowcountry Approved program of Secondary or Post Secondary Education leading to a recognized post secondary credential or employment may earn an Incentive of One Hundred (\$100.00) Dollars upon presentation to the assigned Lowcountry Workforce Developer of a Transcript or Report Card for One (1) Academic Year/24 Credit Hours that shows the Youth is achieving the State Unit's Policies for Academic Standards (Grade Point Average 2.0 or higher, no failed classes). The Transcript or Report Card must be submitted to the assigned Lowcountry Workforce Developer prior to program Exit and the One (1) Year/24 Credit Hours must be during the period of participation (after enrollment in WIOA and prior to exit from WIOA).
- D. Out of School Youth who successfully complete an On-the-Job (OJT) with an employer service provider may earn an Incentive of One Hundred (\$100.00) Dollars, subject to the restrictions herein. Prior to program exit, the Lowcountry staff responsible for monitoring the OJT contract must notify LCOG Administrative staff that the Youth successfully complete the OJT Contract and must close out the OJT activity in SCWOS and enter a case note entitled "Successful Completion of OJT Training Plan Milestones" which detail and support the attainment of all the OJT Training Plan milestone skills; the case note must specifically document the achievement of "satisfactory or better" reports from the Employer. The Incentive for attainment must be during the period of participation (prior to Exit).
- E. Out of School Youth who enroll in a Lowcountry Approved program of Secondary or Post Secondary Education leading to a recognized post secondary credential or employment may earn an Incentive of One Hundred (\$100.00) Dollars upon presentation to the assigned Lowcountry Workforce Developer documentation of successful passage of a knowledge based examination (License or Certification). The Incentive for attainment of a license or certification must be during the period of participation (prior to Exit). The following is not an exhaustive list of examples that may qualify for a knowledge based exam incentive, but will be a foundational guide:

1. For those who attend Commercial Driver's License training, South Carolina issued CDL license;
2. For those who attend Emergency Medical Technician or Paramedic Training, National Registry Emergency Medical Technicians (NREMT) license;
3. For those who attend Radiologic Technician Training, American Registry of Radiologic Technologists (ARRT) certification;
4. Other examples of knowledge based exams: National Center for Construction Education (NCCER) or American Welding Society (AWS) certifications; National Center for Competency Testing (NCCT); American Medical Technologists (AMT); Licensure through the South Carolina Labor, Licensing and Regulation (SC LLR) Boards (Nursing (RN or LPN) Teaching, etc.).

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,



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