	<i>Effective Date:</i> 07/01/2021	<i>Type:</i> <u>X</u> Policy Procedure <i>Function:</i> Adult & Dislocated Worker Programs	Page 1 of 2
	<i>Revised Date:</i> n/a	<i>Section # & Title:</i> 400 – Other Programs and Initiatives	
Phoenix Business and Workforce Development Board (approval authority)	<i>Date Approved:</i> 3/10/2022	<i>Subject # & Title:</i> .416 – Incentive Payments	

I. APPLICABILITY/SCOPE

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I-B subrecipients and sub-awardees delivering workforce development Adult and Dislocated Worker programs and services.

II. PURPOSE

This section contains policy and requirements for the payment of incentives to Workforce Innovation and Opportunity Act Title I-B Adult and Dislocated Worker Program participants.

III. BACKGROUND

Incentive payments may be provided to eligible individuals enrolled in the WIOA Adult and Dislocated Worker Program to encourage workforce participant involvement or to reward participants for achieving WIOA-funded training activities such as credentials and completion of work readiness skills training, as indicated in the participant’s individual employment plan. Incentive payments must comply with [State of Arizona Fiscal Policy - Chapter 3 - Section 700](#).

IV. DEFINITIONS

None

V. POLICY

Incentives may be provided to eligible WIOA Title I-B Adult and Dislocated Worker Program participants to recognize the achievement of milestones directly related to training services. All incentives are based on the availability of funding.


A. Incentive Criteria

Incentives may be awarded to participants upon:

1. Progress, achievements, or milestones in a training-related service;
2. Completion of a training-related service to include occupational skills training, on-the-job training, customized training, and work readiness and workforce preparation training;
3. Receipt of a recognized credential related to a training service provided prior to exit from the program. The incentive can be provided during participation or within one year after exit.

B. Documentation & Tracking

1. Justification for all incentive payments must be documented in Arizona Job Connection (AJC) program notes and the individual employment plan. Staff must document:
 - a. How the incentive payment will contribute to the participant’s success; and
 - b. How the incentive payment was calculated
2. All incentives must comply with 2 CFR 200 (e.g., federal funds must not be spent on entertainment).
3. Appropriate and identifiable expenditure records of incentive payments for the purposes of local, state, and federal monitoring/audits must be internally maintained.
4. Staff must safeguard cash cards, gift cards and other like items in accordance with internal controls as defined in City of Phoenix fiscal policies.

	<i>Effective Date:</i> 07/01/2021	<i>Type:</i> <u>X</u> Policy Procedure <i>Function:</i> Adult & Dislocated Worker Programs	Page 2 of 2
	<i>Revised Date:</i> n/a	<i>Section # & Title:</i> 400 – Other Programs and Initiatives	
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C. Incentive Payment Amounts

Eligible WIOA adults and dislocated workers may receive up to \$600 in incentive payments during any given program year:

1. Completion of Work Readiness Skills Training - \$50
2. Completion of Workforce Preparation Skills, Occupational Skills, or On-the Job Training - \$150
3. Attainment of a Recognized Credential - \$400

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. ADDITIONAL OR MISCELLANEOUS INFORMATION

None