

	Subject Incentive Payment Policy Yuma County	
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	Authorized by: Patricia Ray, Operations Director	

Incentive Payment Policy

Purpose: This policy for the Yuma County Local Workforce Development Area (LWDA) provides guidance on the payment of Incentives for Adult, Dislocated Worker, and Youth.

Monitored by: EO Compliance Manager and Compliance Staff

Definitions: For the purposes of this guidance, the following definitions will apply:

Adult – An individual who is age 18 or older.

Dislocated Worker- An individual who has been laid off or has received notice of termination from employment, are self-employed, but unemployed due to general economic conditions, are the spouse of a member of the Armed Forces on active duty who is unemployed due to relocation for permanent duty reassignment, or are a displaced homemaker.

Youth- Youth age 16 to 24, that may be low income and who face significant barriers to education and employment.

Reference(s):

WIOA Law and Regulations- Pg. 113-128; Final Rules 20 CFR §680.640; 2 CFR 200.75; and 2 CFR 200.456

WIOA Incentive Policy- Chapter 3 – Fiscal Policies, Section 700

<https://des.az.gov/sites/default/files/media/wioaincentives.pdf>

WIOA Adult & Dislocated Worker Program Policy- Section 100 (c), Chapter 2

https://des.az.gov/sites/default/files/media/adultdislocatedworkerpolicy2916_0.pdf

WIOA Youth Program Policy- Section 200 Chapter 2

https://des.az.gov/sites/default/files/media/youthpolicy11_16_17.pdf

Policy:

Incentives may be provided for the following:

1. Work Experience or Internship

Work Experience are utilized for an Adult, Dislocated Worker, or Youth as needed to provide work experience if an individual has not worked or has very limited work experience. An Internship is used when an Adult, Dislocated Worker, or Youth has previous work experience but is in need to new skill attainment to become employed in their desired career field. In Yuma County Work Experience or Internship Incentives are used to pay participants. There are guidelines for receiving the incentive payment for both work experience and internships. A progress incentive form is used to track the participant's time and check marks for the supervisor to ensure each incentive objective was achieved.

2. High School Equivalence Certificate

Incentive payments for receiving a high school equivalency certificate during program participation may be given if funding is available.

3. Federally Recognized Credential

Incentive payments for receiving a federally recognized credential during program participation may be given if funding is available.

Procedure:

When an Adult, Dislocated Worker, or Youth is determined in need of a work experience or internship an appropriate worksite is selected based on the participant's career interest, occupation in-demand or industry sectors. Service provider staffs provide an orientation for the employer regarding their responsibilities, and the supervisor handbook which includes the progress incentive form and the guidelines for receiving incentives. The employer selects the appropriate skills for the participant to learn for the worksite position. The employer interviews participants and selects the participant they are interested in having on their worksite. The participant is given an orientation and provided the handbook which includes the progress incentive form and the guidelines for receiving incentives. A contract is implemented which identifies the worksite employer, the authorized representative, the supervisors, the position, the hours authorized, the time frame for the work experience or internship, and skills to be attained.

When an incentive payment is made for a high school equivalency certificate or federally recognized credential, a copy of the certificate or credential must be attached to the request for payment. All incentive payments must be justified and documented in AJC. The justification for the contribution to the participant's success as a result of the incentive payment and how the incentive payment was calculated must be documented in the AJC system case notes for each participant receiving the incentive.