



Arkansas Workforce Center at Little Rock

LRWDB Program Directive

LITTLE ROCK WORKFORCE DEVELOPMENT BOARD
5401 South University Ave, Ste 146, Little Rock, AR 72209
Tel: 501-682-0228/ TDD: (800) 250-6691

Directive Number	SUBJECT
POL 2018 Self-Sufficiency	LRWDB Definition of Self-Sufficiency
Date of Issuance/Impact	POLICY IMPACT
December 6, 2018	One Stop Career Center Operator
Effective Date	Revision Date
Immediately	

PURPOSE

State Boards or Local Boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level.

POLICY

Self-sufficiency in the Little Rock Workforce Development area will be defined as employment that pays at least 185% the lower living standard income level, taking into account family size and local economic conditions.

Self-sufficiency for dislocated workers is defined as 90% of the lay-off wage.

Contact Person W. J. Monagle, Executive Director	Expiration Date Indefinite
Authorized By Bryan Day, Chair	Resolved

Policy Review Date: 12/6/18



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Directive Number	SUBJECT
POL 2020 Youth Incentive Payments	Youth Incentive Payments
Date of Issuance/Impact	POLICY IMPACT
February 27, 2020	One Stop Career Center Operator
Effective Date	Revision Date
Immediately	

PURPOSE

The purpose of this policy is to describe and define the Little Rock Workforce Development Board's incentive payments for youth in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, and Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U. S. Department of Labor (ETA).

POLICY

The LRWDB works with its one-stop partner, WIOA Title 1-B service provider, and other youth service providers to assist youth in obtaining the full array of youth services, including incentives [WIOA §129(c)(3)(A); 20 CFR 681.420(c & d)]. It is the LRWDB's policy that incentive payments may be made to youth participants for recognition and achievement tied directly to training activities and work experience.

Eligibility

Youth must register and be declared eligible before receiving services other than self-service or information-only [681.320(a)]. Refer to the Youth Services Policy for more information eligibility for youth services. Both in-school youth (ISY) and out-of-school youth (OSY) are eligible for youth services, including youth incentive payments [20 CFR 681.200].

Program Design

Incentives to youth participants are utilized for recognition and achievement directly tied to training activities and work experiences [20 CFR 681.640]. Incentive payments are to be in compliance with the Cost Principles in Uniform Guidance [2 CFR part 200.]

Incentives may not include entertainment, such as movie or sporting tickets or any other venues whose sole purpose is entertainment. All requirements concerning the control of cash also refer to gift cards, which are essentially cash [TEGL 21-16].

Incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training, such as acquisition of a credential or other successful outcome [TEGL 21-16]. WIOA funds may not be used for incentives for recruitment and eligibility documentation, although the LRWDB may leverage private funds for such incentives [Comments in WIOA Final Rule concerning §681.640; TEGL 21-16.]

Incentive awards must meet the following requirements [20 CFR 681.640; TEGL 21-16]:

- a. Tied to the goals of the specific program
- b. Outlined in writing before the commencement of the program that may provide incentive payments

- c. Aligned with the LRWDB's organizational policies
- d. In accordance with the requirements contained in 2 CFR part 200

Incentive Approvals

The Case Manager must attest to the successful completion of the activity for each participant and complete an Incentive Issuance Form along with required documentation.

For incentive payments related to time and attendance, the Case Manager must also collect a Youth Incentive Timesheet as part of the request for payment.

Incentive payments are issued upon completion of required benchmarks, and youth will be informed upon enrollment that incentives are possible for completion of benchmarks.

All related documentation is then checked for accuracy and place in the youth's file. Incentive Time Sheets are paid on the same schedule as Work Experience Time Sheets and at the same time as Work Experience Time Sheets. Enrollment notes and current ISS are required as back up for all requested incentive payments.

Incentive payments must be documented in Arkansas Job Link (AJL) and copies of check payments to youth must be signed by the youth and identity verified before checks are released.

Incentive Areas

1. Testing Milestones and GED Program

Youth who successfully graduate from High School or completed a General Educational Development (GED) Certificate are eligible for an incentive not to exceed \$200.

Youth who passing specific tests that demonstrate learning in educational components are eligible for an incentive not to exceed \$200. Such tests include, but are not limited to:

- Increasing one (1) educational functioning level (EFL), as specified in the latest version of "Test Benchmarks for NRS Educational Functioning Levels," published by the National Reporting System for Adult Education.
- Scoring at least 535 on a Tests of Adult Basic Education (TABE) 11/12 test (Reading, Math, or Language) or appropriate score on another test indicating readiness to take the GED Ready® test
- Scoring at least 145 on a GED Ready® test (Social Studies, Science, Mathematics Reasoning, or Reasoning through Language Arts)

- Scoring at least 145 on a GED® test (Social Studies, Science, Mathematics Reasoning, or Reasoning through Language Arts)
- Passage of another test, such as a Civics test, required or recommended by the local Adult Education program
- Documented mastery of material presented in a required or recommended component by the local Adult Education program, such as Financial Literacy or Ready for Work
- Attaining a credential or a specific job industry certification, such as ServSafe, OSHA, or forklift
- Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRC)

Documentation verifying the achievements of milestones must be provided by the entity administering the test, conducting the workshop/component, or awarding the credential/certification. Appropriate documentation includes: a copy of high school diploma or GED certificate; a printout of test scores, a copy of the instrument to indicate mastery of training material, or a copy of the credential or certification. Case notes are not sufficient documentation for these milestones.

2. Structured Activities and Workshops

Youth who complete 1-4 hours of structured activities or workshops designed and organized to address at least one of the ten WIOA Youth Program Service Elements are eligible for an incentive not to exceed \$20 per activity. Youth who complete more than 4 hours of such structured activities and workshops are eligible for an incentive not to exceed \$50 per activity.

Benchmarks for structured activities and workshops incentives include timely attendance and appropriate participation.

Documentation for these incentives includes: enrollment notes; listing in S & T – “completed”; training agenda; and training sign-in sheets.

3. Literacy and Numeracy Gains

Youth who tested as basic skills deficient at the time of enrollment in the youth program are eligible for an incentive of \$20 for a math increase and \$20 for a reading increase if they demonstrate gains in literacy or numeracy scores by at least one functioning level on the TABE assessment.

If the gain causes proficiency, youth shall be eligible for the testing basic skills proficient incentive, rather than the literacy/numeracy gains incentive.

Documentation for these incentives includes: enrollment notes and pre- and post-testing scores with dates.

4. Testing Basic Skills Proficient

Youth who tested as basic skills deficient at the time of enrollment in the youth program are eligible for an incentive not to exceed \$100.00 (\$50 for math proficiency and \$50 for reading proficiency) if they post-test in basic skills at or above the 9th grade level on the TABE assessment.

Documentation for this incentive includes: enrollment notes; listing in ISS as goal attained; and pre- and post-testing scores with dates.

5. Attainment of CRC Credentials

Youth who obtain a Career Readiness Certificate (CRC) credential are eligible for incentives if they achieve specific average scores in Applied Mathematics, Locating Information, and Reading for Information at a level 3 or better:

- Average 3.0 - 3.49 eligible for \$50.00 incentive
- Average 3.5 - 4.49 eligible for \$75.00 incentive
- Average 4.50 or better eligible for \$100.00 incentive

The benchmark for this incentive involves earning CRC's in WorkKeys examinations if taken during the course of enrollment in the Youth Program.

Documentation for this incentive includes: enrollment notes; listing in S & T – “completed”; listing in testing / aptitude showing each area score and “completed”; and copy of WorkKeys Certificates / printout of instant scores.

6. Attainment of Post-Secondary Credential or Certificate

Participants who successfully earn a post-secondary academic degree or complete a qualified postsecondary occupational skills credential (whether funded by WIOA or not) are eligible for an incentive not to exceed \$100.

7. Summer Youth Activities

Youth who participate in summery activities with academic enrichment, work experiences, and leadership development or comprehensive guidance and counseling are eligible for an incentive not to exceed \$200 per week.

Benchmarks for structured activities and workshops incentives include timely attendance and appropriate participation.

Documentation for these incentives includes: enrollment notes; listing in S & T – “completed”; summary activity agendas; and summer program sign-in sheets; and pre- and post-test scores on areas of enrichment.

8. Special Projects

Youth participants may also be eligible for incentive payments for special projects to be detailed in the Incentive Issuance Form.

Standard Operating Procedures

The youth incentives policy is supported by a local standard operating procedure (SOP) document, which provides guidance for the LRWDB’s One-Stop Operator in administering policy requirements.

The intent of the youth incentive policy and SOP is to create an environment that stimulates youth participants to be more active and focused within program requirements and limitations.

Contact Person W. J. Monagle, Executive Director	Expiration Date Indefinite
Authorized By Kristi Barr, Chair	Resolved

Policy Review Date: 2/27/2020

YOUTH INCENTIVE TIMESHEET

PARTICIPANT NAME: _____		OS _____	
TRAINING LOCATION: _____		L _____	
PROGRAM: _____		DO NOT USE WHITE OUT	
Please circle	CIY	IS	OS
			YY
			OY

Tutoring	GED/Credit Recovery*	Occupational Skills Training*	Special Project
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* paid only with 90% attendance

PAY PERIOD: _____	THROUGH _____
TIME SHEET DUE: _____	PAY DAY: _____

DATE (month/day/year)	IN	OUT	IN	OUT	TOTAL HOURS	INSTRUCTOR INITIALS
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
			Total Weekly			
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
			Total Weekly			
TOTAL HOURS						

PARTICIPANT SIGNATURE: _____	DATE: _____	INSTRUCTOR SIGNATURE _____	DATE: _____
STAFF USE ONLY:			
PAYMENT: _____	X	=	_____
AMOUNT	WK or HR	TOTAL	L
		STAFF SIGNATURE	DATE: _____

Incentive Issuance Form

☐ Gift Card
 ☐ Gift Certificate
 ☐ Cash
 ☐ Other

Client Name

Vendor Name

Client Social Security
Number

Mailing Address

Check One:

WIA Adult	<input type="checkbox"/>
WIA DLW	<input type="checkbox"/>
WIA Youth	<input type="checkbox"/>
Summer Youth	<input type="checkbox"/>

City

State

Zip Code

Incentive	Comments	Value
Total		\$ -

***Comments:** _____

Client
Signature

Date

Career Specialist Signature

Date

Administrative Approval

Date

For Office Use Only:		
	Date	Initials
S&T plan in AJL?		
Enrollment note in AJL?		
Copy to Lead?		