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LOWER SAVANNAH INSTRUCTION NUMBER: **PY 06-006, Revision #9**
DISTRIBUTION LIST: **See below**
ISSUANCE DATE: **February 18, 2020**
EFFECTIVE DATE: **July 1, 2017**
SUBJECT: **INCENTIVE SCHEDULE OF PAYMENTS**

PURPOSE: The purpose of this Instruction is to inform the Lower Savannah Workforce Development Area's (LSWDA) sub-recipient organizations and staff members of the **LSWDA's Incentive Schedule of Payments for Youth ONLY**.

BACKGROUND: The LSWDA routinely issues Instructions to its sub-recipients regarding Policies and Procedures for handling various situations relating to Workforce Development within the Region. Other information and guidance relating to incentives is contained in the various contractual agreements.

This Instruction will supplement guidance found in the **Statement of Work** as it relates to **Incentives for Youth.**

POLICY: ***THIS POLICY IS EFFECTIVE July 1, 2017 AND UNTIL FURTHER NOTICE***
Incentives and Rewards are not allowable for adults or dislocated workers.

Incentive payments must meet the following criteria:

1. WIOA Youth Participants must be active and participating in WIOA services.

2. Incentive payments are permitted for recognition and achievement directly tied to training activities, work experiences or meeting performance measures during follow-up.

3. Participants enrolled in WIOA who have completed the WIN assessment prior to enrollment and are not BSD are eligible for all incentives except for the EFL gain incentive and are eligible for Occupational Skills Training.

4. Participants enrolled in WIOA who have completed the WIN assessment prior to enrollment and are determined BSD are not eligible for Occupational Skills Training or Work Based Learning (except Work Experience) and therefore are not eligible for an EFL gain and the Occupational Skills License/Certificate or Credential incentives.
    a. For participants who initially tested BSD on WIN who are pursuing Occupational Skills Training: the TABE assessment has to be administered to establish a

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satisfactory Basic Skills level to enter Occupational Skills Training and the potential for any applicable incentives.

b. Participants pursuing employment: The TABE assessment does not have to be administered and the participant is eligible for Work Experience and Follow-Up 2nd and 4th quarter after exit incentives if the participant is employed during those quarters.

5. Participants must receive satisfactory or higher on the end of program review on their Work Experience Trainee Evaluation Form.

6. Incentive payments must be tied to goals of the specific program, outlined in writing, and in accordance to the requirements contained in 2 CFR part 200

7. Time and Attendance Sheets, or **other approved time keeping mechanisms**, must support the Youth's active participation.

8. Coordination between Partner Agencies must take place, as duplicative payments for the same Incentive may be a disallowed cost.

9. Incentive payments may be issued ONLY in accordance with the Approved Incentive Payment Schedule. Incentive payment amounts depend on the current instruction policy, availability of funds and are therefore subject to change. **(attached)**

10. All incentive payments issued must be recorded on the Participant Incentive Payment Tracking Sheet **(attached)** with a copy of the tracking sheet kept in the participant's file and case management must open a SCWOS activity code for each incentive payment to capture the funds spent.

ACTION: ***PLEASE COPY AND DISTRIBUTE TO ALL WIOA, PARTLY or FULLY, FUNDED STAFF***

INQUIRIES:

Direct all inquiries regarding this Instruction to the Lower Savannah Council of Governments' Workforce Development Staff, Post Office Box 850, Aiken, South Carolina 29801-0850; telephone (803) 649-7981; fax (803) 649-2248; or e-mail abanderson@lscog.org.

André B. Anderson
Workforce Development Administrator

Attachment: Incentive Schedule of Payments

Distribution: LSWDA website page at www.lowersavannahwda.org