
GST MICHIGAN WORKS! POLICY 17-02

TO: Chief Executive of Subrecipients and Agency Staff

FROM; Jody Kerbyson, CEO

SUBJECT: Out of School Youth Incentive Payments

EFFECTIVE: December 1, 2017

PROGRAM AFFECTED: WIOA Youth Programs

RESCISSIONS: N/A

REFERENCES: WIOA Manual

BACKGROUND: This policy is applicable to youth enrolled in WIOA activities. Because of the barriers the average youth faces, to help motivate, encourage and support them, this policy is allowing the use of Incentive Payments for recognition and achievement directly tied to training activities and employment. A performance incentive is not an entitlement, but rather, is designed to encourage participation in activities. All incentive awards will be subject to the availability of youth funds for the current program year.

POLICY: Incentives may be awarded to enrolled Youth upon completion of specific Performance-related outcomes, activity completion and /or goal attainment. In addition, Youth must be in compliance with all program requirements, including but not limited to, attending workshops, activity logs, reporting in a timely fashion, and providing employment verification and check stubs.

- Incentives may be presented in the form of gift cards or a check.
- Incentives may be awarded at any time during the program from the date of Enrollment through termination.
- Youth Incentive Requests will be submitted along with required documentation of the achievement to receive the incentive payment.
- All incentive awards will have a signed receipt by the participant as proof of the award if using a gift card. Checks issued will not require a signature.

Incentives paid with Youth funds must be connected in recognition of achievement of milestones in the programs and be tied to training activities, education, training or employment.

Service Providers will keep records of incentive payments for each participant. All incentive payments will be recorded as a case note in OSMIS verifying the participant met the requirement to receive the award.

Incentive payments will be available to participants who meet the criteria for achievements according to the attached chart below. This chart outlines the milestones that can be achieved and the documentation required to receive it.

ACTION:

GST Michigan Works! Service Providers shall take the appropriate actions Necessary to ensure all participants and their files meet all the directives of this policy issuance. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

INQUIRES:

Questions regarding this policy issuance should be directed to Angela Libkie 810-233-5974 Ext 102 or JulAnn Kuenzli 989-635-3561 Ext 230.

SIGNED:



Jody Kerbyson, CEO

11-30-17
Date

OUT OF SCHOOL YOUTH INCENTIVES

PERFORMANCE OUTCOMES	SUPPORTIVE DOCUMENTATION	INCENTIVE AMOUNT
Attainment of Degree or Certificate		
Obtained High School Diploma	Copy of Diploma or Official Transcript	N/A
Passed series of High School Equivalency Tests	High School Equivalency Test Results Incentive payments can be paid for each test taken successfully	Each test = Final test = N/A
Begin or Complete a Recognized Credential Training Program	Start a Training - Class Registration/Proof of Attending Complete a Training- Certificate of Completion	Start = Complete= N/A
Work Readiness Skill Attainment		
Successfully Complete a Work Experience Program	An evaluation from the employer giving the youth a good recommendation on work habits and attendance.	N/A
Completion of 4 Workshops	Sign in sheet or Workshop Certificates	N/A
Completion of Financial Literacy Series	Sign in sheet or Workshop Certificates	N/A
Complete 4 Workplace Excellence Workshops	Sign in sheet or Workshop Certificates (Incentive payments may be paid each time 4 workshops in the series are completed.)	N/A
Completion of Career Portfolio	Career Portfolio with Completion of all Key Elements. Must include: Resume, 3 References, 1 Letter of Recommendation, Cover letter, thank you note, 1-9 Documents, and Work History.	N/A
Placement in Employment		
Obtained Unsubsidized Employment 32+ Hours/Week	Pay Stub or Verification of Employment Hours	N/A
Skill Gain		
Increase TABE Score by One (1) Grade Level. Basic Skills Deficient: 8.9 & under. <i>(Must be basic skills deficient to start)</i>	Pre and Post test scores for total Math and/or Reading. Increases of 1 or more grade levels per test to receive the incentive. Customers are encouraged to re-take tests as their skill levels increase.	Reading= Math= Both= N/A