



BLUE RIDGE REGION

Title: Adult & Dislocated Worker Incentives	
Effective Date: 9/28/2023	Revised Date:

Purpose

To outline process for the payments of incentives to Workforce Innovation and Opportunity Act (WIOA) Title I Adult & Dislocated Worker program participants.

References

- PUBLIC LAW 113–128 Workforce Innovation & Opportunity Act (WIOA)
- 2 CFR 200.75
- 2 CFR 200.456
- 2 CFR 200.407(t)
- 20 CFR 683.200(b)(2)
- 2 CFR 200.1

Policy

Incentives may be provided to eligible WIOA Title I Adult & Dislocated Worker program participants to recognize achievements of milestones directly related to training services. All incentives are based on the availability of funding. Incentives must meet cost principles outlined in Uniform Guidance. Incentives may not include entertainment such as movie or sporting event tickets or gift cards to movie theatres or other venues whose sole purpose is entertainment. The Greater Roanoke Workforce Development Board (GRWDB) does not provide incentives via gift cards.

Procedure

The justification and strategy for awarding incentives is administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term “incentive” shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable program services as listed in WIOA Title I or to the attainment of specific and measurable program outcome.

Participants cannot receive multiple incentives payments for the same activity. The maximum to be expended per participant per year is \$8,000 total combined between training and supportive services expenses. Funds allocated to a participant for Adult or Dislocated Worker Incentives will count towards the \$8,000 maximum per year.

Achievements eligible for an incentive include (with maximum amounts to be provided):



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Attainment of Secondary Credential or its Equivalent	\$100
Completion with passing grade of one test for each section toward the GED <ul style="list-style-type: none"> • Mathematical Reasoning • Reasoning through Language Arts • Social Studies • Science 	\$50
Complete TABE post-test documenting attainment of measurable skills gain for WIOA Title I performance	\$100
Attainment of Career Readiness Certification (Bronze level or higher)	\$100
Completion of occupational skills training	\$50
Attainment of industry recognized credential	\$100
Attainment of unsubsidized employment	\$100
Completion of an entrepreneurial training and/or attainment of a business license or its equivalent	\$100
Retention of employment for 90 consecutive days	\$100
Successful Completion of Work Experience/Internship	\$200

WIOA Title I program staff shall maintain required documentation in the participant's case file detailing the achievement, distribution, receipt, and management of incentives. At a minimum, WIOA Title I Program staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Staff will also upload documentation with signature (printed or electronic) verifying the type of incentive that was awarded and the receipt of the incentive by the participant. It is the responsibility of staff to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.