



Title:	Adult & Dislocated Worker Incentives Policy	Effective Date:	9/28/2023
		Revised Date:	5/21/2025

Purpose

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

References

- Workforce Innovation & Opportunity Act (WIOA) Public Law 113–128
- 2 Code of Federal Regulations (CFR) 200.75
- 2 CFR 200.456
- 2 CFR 200.407(t)
- 20 CFR 683.200(b)(2)
- 2 CFR 200.1

Definitions

- **Incentive** – An inducement or reward intended to motivate achievement, progress, and/or attendance with a training or employment activity.

Policy

Incentives may be provided to eligible WIOA Title I Adult and/or Dislocated Worker program participants to recognize achievements of milestones directly related to training or employment activities. All incentives are based upon the availability of funding. Incentives must meet cost principles in Uniform Guidance under 2 CFR 200. Incentives may not include entertainment such as movies 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. Incentives shall be provided to individuals using a check or direct deposit, accompanied by appropriate documentation of the achievement.

Procedure

The justification and strategy for awarding incentives is administered in a manner that ensures all participants receive equal rewards for equal achievement. An incentive provided to an eligible program participant must be directly linked to one of the allowable program services listed in WIOA Title I or to the attainment of specific and measurable program outcome(s).

Participants cannot receive multiple incentives payments for the same activity, other than exceptions noted in this policy. The maximum amount to be expended per participant per year is \$5,000 total, which can be any combination of training and supportive services expenses. Funds allocated to a participant for incentives will count towards the \$5,000 maximum per year. All incentive awards are subject to the availability of WIOA Title I funds are not an entitlement.



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

Incentivized Activity	Amount
Attainment of a High School Diploma/GED or recognized equivalent	\$250
Passing grade on one test toward the GED. Participants may receive an incentive for passage of <i>each</i> of the tests toward the GED, outlined below. • Mathematical Reasoning • Reasoning through Language Arts • Social Studies • Science	\$100
Attainment of Career Readiness Certification (Bronze level or higher)	\$100
Completion of Occupational Skills Training	\$100
Attainment of industry recognized credential	\$200
Successful completion of a Work Experience/Internship	\$200
Attainment of a Measurable Skills Gain	\$100

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 in the statewide system of record, the Virginia Workforce Connection (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 participant activities to ensure compliance in accordance with this policy and other cited references.