

**Region 4 Workforce Board**  
**America's Promise Incentives Policy**  
effective July 2017

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**PURPOSE:** To establish policy and provide direction on the implementation and allowance of specialized incentive funds for America's Promise clients as identified in the America's Promise grant.

**Placement in Employment, Education or Training:**

Specialized Incentive Funds may be awarded to America's Promise Clients based upon the client providing information on their employment status after they leave the program.

**POLICY:** The criteria for Specialized Incentive Funds are tied to the America's Promise performance outcomes as established by the Department of Labor. Specialized Incentive Funds may be awarded to America's Promise Clients based upon the client providing information on their employment status after they leave the program, for the purposes of reporting these employment outcomes to the Department of Labor. Specialized Incentive Funds are utilized for the purpose of developing and implementing techniques and approaches, and demonstrating the effectiveness of specialized methods, in addressing employment and training needs. Therefore, grant funds can be provided for payments to adult participants who report their employment status after they leave the program to support grantee efforts in collecting employment follow-up data and increasing reported employment and retention results. These incentive payments must be tied to the goals of the grant.

Case Managers will be responsible for documenting the attainment of Specialized Incentive Funds for each America's Promise Client and proper documentation to support the incentive scanned into case management system.

**Note:** Under 2 CFR 200, Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

**PAYMENT METHOD:** Incentives shall be paid to America's Promise clients in the form of gift cards/certificates matching the assigned incentive amount for each achievement. When incentives in the form of gift cards/certificates are given, a receipt of such signed by the participant will be part of the case file. All incentive payments shall be described and noted in the case management file. This shall include the amount, type of payment method, and justification. **Please note:** Incentives are not to be dispersed as payroll, and, thus, income tax is not to be withheld.

**ANNUAL REVIEW:** JobWorks will annually review and determine if their America's Promise budget allocation can support all planned incentives. JobWorks will issue formal guidance to staff on which incentives are affordable within annual budgets.

**EGR 4 INCENTIVE AWARDS:**

APG participants may receive one incentive award worth \$50. The award may be given anytime between 30 and 360 days after leaving the program.

ICC Process:

If customer is not already exited from programs:

- Exit from all activities in APG and add case note stating that customer has successfully completed the program (employed) or customer has not successfully completed and has left the program.
- IEP should be closed
- Complete Closure screen
- Under WIOA/APG, Click on Create Activity
- **Once Closure is completed you may now complete the incentive activity.**
- Select F11 – Other Follow Up Service, not classified (should be the only service available)
- Complete voucher for appropriate amount
- Case note incentive information
- Update employment information


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- **Customer is exited from program and has provided information on their employment status:**
    - Under WIOA/APG, Click on Create Activity
    - Select F11 – Other Follow Up Service, not classified (should be the only service available)
      - Complete voucher for appropriate amount
      - Case note incentive information
      - Update employment information
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ICC Screenshot of Follow Up Incentive Activity:


**Grant:**

**WIOA or Non-WIOA Partner Program:**  **Yes, service is a WIOA or Non-WIOA Partner Program.**

**\* Activity Code:**    
[\[ Select Activity Code \]](#)

**Projected Begin Date:**   [Today](#)

**Actual Begin Date:**   [Today](#)

**\* Projected End Date:**   [Today](#)

Payment of Incentive: Please follow JobWorks Payment Process