

Region 4 Workforce Board
Ready to Work Incentives Policy
effective July 2017

PURPOSE: To establish policy and provide direction on the implementation and allowance of specialized incentive funds for Ready to Work clients as identified in the Ready to Work grant.

Placement in Employment, Education or Training:

Specialized Incentive Funds may be awarded to Ready to Work Clients based upon the client providing information on their employment status after they leave the program.

Participants must meet the following eligibility requirements:

- Unemployed 27 consecutive weeks or more since 1/1/2008
- Underemployed 27 consecutive weeks or more since 1/1/2008
- Merely unemployed

POLICY: The criteria for Specialized Incentive Funds are tied to the Ready to Work performance outcomes as established by the Department of Labor. Specialized Incentive Funds may be awarded to Ready to Work 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 Ready to Work 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 Ready to Work 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 Ready to Work 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:

The following schedule provides the amount of Specialized Incentive Awards for information provided after leaving the program:

- 30-59 days after exit -\$50 incentive
- 60-89 days after exit -\$75 incentive
- 90-119 days after exit -\$75 incentive
- 120-149 days after exit -\$100 incentive
- 150 – 360 days after exit - \$150 incentive

ICC Process:

If customer is not already exited from programs:

- Exit from all activities in RTW and add case note stating that customer has successfully completed the program or customer has not successfully completed and has left the program.
- IEP should be closed
- Exit created in Generic Programs/RTW

Ready to Work #2424475 - Complete			
LWIA:	04 - Region 4	Application Date:	12/29/2016
Onestop:	36 - WorkOne Lafayette (Tippecanoe County)	Exit Date:	N/A
Open/Total Activities:	0 / 11		

Location and Staff

LWIA: 04 - Region 4
Create Staff Username: 3562696
Case Manager: N/A

Onestop: 36 - WorkOne Lafayette (Tippecanoe County)
Edit Staff Username: 3562696
Temporary Case Manager: N/A

Activities / Enrollments / Services	11
Partner Programs	0
Credentials	1
Exit / Outcome	N/A

The screenshot shows the 'Exit Information' section of the Indiana Career Connect application. The participant name is WILKEN, TREVOR, W, with an eligible date of 12/29/2016. The program is 502 - Ready to Work, and the date of exit is 1/0/2017. The local workforce is Region 4, and the one-stop location is WorkOne Lafayette (Tippecanoe County). The 'Exit Reason' dropdown menu is open, displaying various options such as 'None Selected', 'Successful Completion Employed', 'Institutionalized', 'Health/Medical', 'Deceased', 'Family Care', 'Reserve Forces Called to Active Duty', 'Retirement', 'Soft Exit', 'Remained in School', 'Enrolled in Secondary Training/School', 'Enlisted in the Military', 'Not a Valid SSN', 'Other', and 'Relocated to Mandatory Residential Program'. A 'Next >>' button is visible to the right of the dropdown. The left sidebar contains navigation options like 'My Staff Workspace' and 'Services for Workforce Staff'. The bottom of the page includes a footer with 'Home' and 'Sign Out' links.

Customer is exited from program and has provided information on their employment status:

- Under Generic programs/RTW, 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

☰ ✨ 📄 ✓ [Ready to Work #2424475 - Case Closed](#)

LWIA:	04 - Region 4	Application Date	12/29/2016
Onestop:	36 - WorkOne Lafayette (Tippecanoe County)	Exit Date:	10/05/2017
Open/Total Activities:	0 / 11		

Location and Staff

LWIA: 04 - Region 4	Onestop: 36 - WorkOne Lafayette (Tippecanoe County)
Create Staff Username: 3562696	Edit Staff Username: 3562696
Case Manager: N/A	Temporary Case Manager: N/A

☰ **Activities / Enrollments / Services** **11**

[Create Activity / Enrollment / Service](#)

Search:

Eligibility Date: 12/29/2016

Exit Date: 10/05/2017

* **Customer Program Group:**

* **LWIA Region:**
LWIA cannot be modified if staff has local res...

* **Office Location:**

Enrollment Information

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

Projected Begin Date:

Actual Begin Date:

* **Projected End Date:**

Select an item - Google Chrome

Secure | <https://www.indianacareerconnect.com/vosnet/programs/enrollment/enrollfieldselect.a>

To select an activity, click on an activity link below. Activities that do not have a link mean there are no programs offered for the selected customer group and / or region.

Activity Code	Activity Title	Provider Type
F11	Other Follow Up Service, not classified	SS - Other

17.1

Payment of Incentive: Please follow JobWorks Payment Process