

<p style="text-align: center;">Capital Region Workforce Development Board (WDB) Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP 117</p>
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Subject: **Work-Based Learning Incentives for Special Grant-Enrolled Adult and Dislocated Worker Program Participants**

Effective Date: **August 16, 2023**

I. APPLICABILITY/SCOPE

The policy is applicable only for Supplemental Workforce Development Training Grant funds awarded by the Commonwealth of Virginia. This policy will expire on September 30, 2024 with the termination of the grant unless modified by the Workforce Development Board (WDB) prior to that date.

II. PURPOSE

To convey the process by which incentive awards may be made available to grant-enrolled adults and dislocated workers.

III. POLICY

A. Incentive Criteria

Incentive awards are intended to encourage participant involvement and recognize their achievements in work-based learning milestones, specifically on-the-job training (OJT). For purposes of this policy, incentives are viewed as supportive service that can assist and facilitate the participant's overall path to economic self-sufficiency.

B. Documentation & Tracking

1. The basis for incentive awards must be documented in the Virginia Workforce Connection (VAWC) program notes, the individual employment plan and relevant work-based learning documents.
2. Incentive awards will not be issued if the employer's feedback and assessment of participant success does not support such an award.
3. All incentives must comply with 2 CFR 200 (e.g., federal funds must not be spent on entertainment).
4. Appropriate and identifiable expenditure records of incentive awards for the purposes of local, state, and federal monitoring/audits must be internally maintained.
5. Staff must safeguard cash cards, gift cards and other like items in accordance with established internal control procedures.

C. Incentive Award Amounts

Grant participants may receive up to \$600 in incentive payments during the term of funding availability, delineated as follows:

1. \$200 at successful mid-point of the OJT contract.
2. \$200 upon successful completion of an OJT contract, with an additional \$200 possible upon completion of a post-exit survey.