Policy Letter #14-B

TO: **All Mid-Carolina Service Providers**

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **Adult Incentive Policy**

PURPOSE

This policy provides guidance regarding the operation of the Mid-Carolina Workforce Development Board's (Mid-Carolina WDB) Workforce Innovation and Opportunity Act (WIOA) Adult program. Incentives are a critical dimension of an adult work experience development. Incorporating employment with supportive services will help them in achieving their goals. Program services will be administered by career advisors, mentors, and coaches who will guide the participants through the challenges of entering and succeeding in the workforce.

BACKGROUND

WIOA was signed into law on July 22, 2014, and effective as of July 1, 2015. The Mid-Carolina WDB provides oversight and guidance for WIOA-funded workforce development activities within its local workforce development area.

Attendance

Individuals enrolled in the WIOA Title, I Adult program will be required to submit bi-weekly timesheet and\or attendance records for verification

Progression

- Documentation must be completed and signed by the instructor or training official, the worksite supervisor and/or manager/owner.
- Documentation (midterm and final evaluation) must be submitted to the career advisor for validity of progression.
- Participants must complete the full required hours of work experience.
- Participants must obtain an MSG and/or Credential

Incentives depend on funding availability and must be earned and paid during the participation period (after program enrollment and before program exit).

Service Code

*539 - Adult Incentive***

An incentive payment made to an adult participant in recognition of achievement directly tied to training activities and/or work experiences. Incentives **must be** recorded on the participant's Individual Employment Plan (IEP).

Chart Of Incentive Awards

Activity Milestone	Incentive Amount
Occupation Skills Training (OST)	$150

Completion of industry-recognized occupation credentials, which may include, but is not limited to a degree, certificate, licensure, and/or credential. *Documentation*: A copy of the degree, license, credential, certificate, or official transcript must be obtained and secured in the participant's file.	
Work Experience (WEX) Completion of WEX, Pre-Apprenticeship WEX and/or Apprenticeship WEX. ***Successful Placement Tied to Training*** Direct job placement at work-based learning site from a WEX. *Documentation*: copy of the final evaluation must state "**successful completion**" of WEX and/or A letter of employment (with start date), etc. must be obtained and secured in participants file in NCWorks.	$150
Employment Retention Obtain employment (direct or indirect job placement and maintained employment for at least 180 days). Obtain employment (direct or indirect job placement and maintained employment for at least 185 days). *Documentation*: Copy of employment information which may include a check stub or letter of employment (with start date), etc. must be obtained and secured in participants file in NCWorks Online.	$50 $200 for 0 – 6 months $250 for 6 – 12 months

Unless otherwise approved, incentive disbarments will be in the form of a hard check or direct deposit.

WIOA Incentives are not intended for emergency assistance, but rather as a compliment to services provided and/or recognition. Unless otherwise approved by the Mid-Carolina WDB Director, ***incentive disbursements are not to exceed the corresponding amount***.

Incentives may not include cash, entertainment costs, event tickets, or gift cards. Incentives payments may only be awarded in recognition of an achievement directly tied to training, work experience, or goals of the program. It is the responsibility of the service provider to maintain required documentation detailing the distribution and management of incentives.

REFERENCES
TEGL 19-16

ATTACHMENTS
Attachment A: Adult Incentive Request Form

CREATION DATE
September 2026

REVISION DATES
None