

**FloridaWorks**  
**Standard Operating Procedure (SOP)**

FloridaWorks  
408 W. University Avenue, Suite 501  
Gainesville, FL 32601  
Tel: 352-955-6509 / Fax: 352-955-6511

<b>SOP Number:</b>	<b>Subject: WIA Adult/DW Incentive Payments</b>
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<b>Effective Date: June 25, 2007</b>	<b>Chair Signature: <i>Frank McGowan</i></b>

**PURPOSE**

This policy provides guidance to the FloridaWorks' One-Stop Operator(s), Partners and Service Provider involved in the provision of Incentive Awards/Payment to WIA Adult/DW participants.

**BACKGROUND**

The 2000 Legislature created Chapter 445.022 (2), F.S., which authorizes the Local RWB to provide incentive payments to a participant for performance incentives.

**Policy**

Service providers are allowed to provide incentive awards/payments in the form of vouchers, gift cards, and/or gift certificates.

All incentive payments must be provided in a uniform and equitable manner. That is, the incentive must be of the same value for all participants performing the same activity. The following provides the approved payment points for which incentives may be awarded.

**Incentive Payments Criteria**

<b>Payment Point Categories</b>
Completion of GED
Completion of Vocational-Technical Training
Completion of AA/AS Degree Program
Attainment of Employment
Retention of job for 6 months

**These incentive awards are contingent upon available funding as specified by the RWB and are a one-time payment to a participant for successful achievement of one or more of the above-specified activities. A participant may qualify for more than one type of incentive award based on achievement of multiple goals. The maximum dollar value of incentive awards to a single participant may not exceed \$500.00 total per lifetime and a maximum of \$100.00 per payment point category.**

*For example, Sandy Dandy has just completed her GED, she has also secured employment with Hire Fire Salon. Her incentive payments may include a \$75.00 gift certificate for completing her GED and a \$100.00 gift certificate for attaining employment. Two weeks later, Sandy leaves Hire Fire and starts working for Taco Jaco. She is not eligible for the \$100.00 for attainment of employment because she has already received that payment once.*

**Authority:** Chapter 445.022 (2) of the Florida Statutes