

## USC Upstate ACHIEVE Program Incentive Policy

Incentives are listed under the Supportive Services category of the budget. Prior to this revision, the Laptop Incentive has been a major incentive for those entering college during follow-up. Due to the changes under WIOA, ACHIEVE will not be offering a Laptop Incentive under the former conditions (during follow-up). If a Laptop Incentive is offered, a different structuring program will be designed. If it is offered before follow-up under a different design, an amendment to the current, updated Incentive Policy will be made.

The current Incentive Policy, as of July 1, 2016, primarily uses gift cards as incentives. Gift cards, such as Wal-mart or Visa cards, are awarded for attainment of program goals and attending leadership development workshops. The revised program awards the gift cards at the end of each quarter on an cumulative basis. (See attached Incentive Policy Chart for detail.) During some circumstances, fuel gift cards are given to assist a participant with fuel to and from work experiences. This is done on a case-by-case basis but is not a common practice.

Gift cards are purchased with a Cash Advance form that is requested from the University of South Carolina (USC). The Cash Advance is good for 90 days and all funds requested are reconciled at the end of the 90 days. An extension may be granted with permission. If any Cash Advance funds are not used, the funds are deposited back into the grant funds. Each reconciled gift card has the attached receipt and awarded participant signature showing the gift card was received and reason for award.

Additionally, at times, a participant may be offered an alternate incentive, such as a taking to participant out to eat or awarding with an in-house meal. Incentive funds may be used with documentation for all consumed food.

ACHIEVE Program--INCENTIVE Tracking for Gift Cards or Other Incentives for Leadership Skills Activities

Current Quarter (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)      Current Quarter Dates: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date Entered: \_\_\_\_\_

The student attended the following leadership skills. For each activity sessions, \$10 will be added to a gift card that will be purchased to award. The gift card will be awarded as funds become available and will be in the amount according to the number of leadership skills attended. In some cases, other incentives will be offered for an activity, such as in a drawing. All incentives are awarded upon availability and will be offered until supplies/funds last.

Please write each activity and date that the student has attended over the past three month:

Name of Activity (441 and 420 Activities)	Date	Student Initials

Please write each activity and date that the student completed over the past three months.

\*WorkKeys (Silver-\$20; Gold-\$30; Platinum-\$40) The award is for the cumulative score for WorkKeys

\*Résumé--\$10

\*Remainder of LST--\$10

Name of Activity (Career Development Activities)	Date	Student Initials

Please write each activity and date that the student completed over the past three months. For each GED Ready passed with a minimum of a 150, the name will go into a drawing held at the end of the quarter. Drawing amount and number of draws to be determined.

Name of Activity (GED Ready and GED Exam Passage)	Date	Student Initials

*This form may be altered and revised at any point as deemed appropriate. Staff has the right to change/make decisions based on judgement and on available funds. Funds may become depleted as the incentive process progresses, so not everyone may not be able to receive an incentive if all the funds are used.*

ACHIEVE Program Incentive Award

Participant Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Incentive Award for: \_\_\_\_\_

\_\_\_\_\_

Participant Printed Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

By signing this release, I understand that the ACHIEVE Program is not responsible for the award or any problems or repair should it malfunction. Any correspondence will be directed to the manufacturer.