

USC Upstate ACHIEVE Program Incentive Policy

The current Incentive Policy, as of July 1, 2018, 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. 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.

The incentive primarily used are cash incentives offered when a participant meets a program goal, such as when a participant obtains their high school diploma equivalency (GED). Participants who obtain a GED within six months of entering the Program will receive \$150 cash. Participants who obtain a GED within one year of entering the Program will receive \$100 cash. The incentive information request is entered into the USC financial database, and the incentive is given as a check to the participant.

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 Agreement for Work Experience

The purpose of the Work Experience is to let the participant be familiarized with the job skills in which he/she is placed and to learn soft skills, such as dependability and responsibility, which includes being to work on time, every day, doing the tasks asked to do well and other types of skills that employers desire. The purpose of this incentive is to offer a bonus for attending the Work Experience every day, not being late and doing the job well, which is based on the employer/mentor's report. The employer is given an evaluation form and asked to rate the participant's work performance. If the participant scores between 45-55, a bonus is awarded, usually in the amount of \$100.

Incentives are offered on the basis that funds are provided through the grantor and the funds are not depleted. The funds are on a first come, first serve type basis and will be awarded until funds are depleted.