

PARTICIPANTS REACHING EMPLOYMENT POTENTIAL

WIOA TITLE I YOUTH

Participants Reaching Employment Potential (PREP) is a short-term service delivery model that includes incentives, support services, work-based learning opportunities, and joint case management to foster financial sustainability for participants while helping them reach their education and employment goals.

ELIGIBILITY

PREP is available to participants of the WIOA Title I Youth program as defined in [Policy 4.1](#) who are pursuing their GED credential.

EMPLOYMENT PLAN DEVELOPMENT

All participants receiving PREP financial assistance will have a joint employment and education plan that is developed in coordination with the DLR staff member and the GED provider representative. Existing participants can incorporate PREP objectives into their existing plan. The employment plan will be a formalized contract, signed between GED provider, DLR, and the participant. Participants who do not meet the expectations outlined will be at risk of losing PREP financial support.

The Employment Plan should be reviewed at least monthly and can be modified any time when needed and agreed upon by members of the Integrated Resource Team (IRT). The Employment Plan should offer flexibility to help the participant overcome barriers that might be keeping them from meeting expectations. See [Employment Plan](#) Policy 4.11 for further details and requirements. Monitors will take place with GED providers monthly once the employment plan is signed.

GED Provider will formalize objectives related to the goal of GED® credential by identifying:

- Monthly hours engaged in learning activities;
- Timelines for testing;
- Any other required details for obtainment of the GED® credential.

DLR will formalize objectives related to employment by identifying:

- Requirements for incentive and support service payments;
- Responsibilities related to any Work Experiences.

Together the representatives from GED provider and DLR will identify:

- Procedures for sharing eligibility or case management documentation;
- Who will be referred to PREP;
- How individuals will be referred to PREP; and
- Timelines for Integrated Resource Teams.

PREP INCENTIVES

PREP offers financial incentives designed to encourage meaningful progress towards obtaining a GED® credential. Incentive payments are awarded to participants who meet the monthly GED provider objectives outlined in the employment plan. Incentive amount is \$200 per month.

Incentive Obligations

PREP incentives will be obligated using Out-Of-School Youth Other or In-School Youth Other funding streams.

A signed employment plan outlines the expectations for monthly incentives and must be attached to the obligation before approval.

Incentive Payments

PREP incentive payments can be processed once per month. A completed monthly monitor from the GED provider that shows the participant has met or exceeded expectations through the previous month must be attached to the payment voucher before being approved.

PREP SUPPORT SERVICES

PREP offers financial support designed to mitigate barriers and promote meaningful progress towards obtaining a GED credential. Enhanced Support Services will be available to all PREP participants who would benefit from Youth Program funds to assist covering housing related expenses. Reference [Support Services](#) Policy 5.34 for additional details.

Testing Vouchers

Utilize the [voucher request form](#) to pay for fees associated with GED® subtests.

Housing

The maximum for housing-related support services are \$3,000 per program year. Flexibility is designed to consider variability in financial status and available assistance throughout the year (ex: differing work hours due to school schedule, financial aid, etc.). Payments should be issued directly to housing providers whenever possible.

Non-PREP Incentives and Support Services

Incentives and Support Services offered by the WIOA Title I Youth program not duplicated by the PREP program, can be made available to participants. These determinations must follow existing [Youth Incentive](#) Policy 5.37 and [Support Services](#) Policy 5.34. **For example:** a participant will also benefit from a post-TABE assessment incentive and support service educational testing to pay for the high school equivalency exam.

WORK-BASED LEARNING

Work-based learning opportunities are encouraged to serve as a bridge to GED® attainment and employment, but should not be a barrier to participation. PREP participants not currently employed, minimally employed, seeking career advancement, or have career goals in another field will be expected to participate in paid work-based learning, such as a Work Experience (see [Work Experience](#) Policy 5.36), in a field related to their long-term employment goals.

MONITORING OF PARTICIPANT PROGRESS

GED providers, DLR, and the participant must work cooperatively throughout PREP participation. GED providers will provide a monthly monitor of participant progress using the Monitor Progress Report ([Form 22](#)) to DLR regarding the participant's progress towards earning their GED®. If concerns are identified, DLR staff must work to address issues in conjunction with the GED provider. To determine if a modification to the employment plan is needed for success, an IRT meeting should be scheduled with GED provider, DLR, and the participant.

PREP CONTINUATION

The financial commitment of PREP must be re-evaluated every six months. For continuation of support the following must be taken into consideration:

- Completion of a post-test.
- The participant must be meeting expectations outlined in the Employment Plan.

If a participant wants to continue PREP, but expectations of the Employment Plan are not being met, an IRT meeting must take place before discontinuing PREP financial support. During this meeting, the following must be taken into consideration:

- Is a modification to the employment plan reasonable and necessary for success?
- Are support services needed to help the participant overcome barriers?

If it is determined a participant will no longer receive PREP financial support, the participant must be notified and the time and method of notification must be documented in SDWORKS. PREP will make all Incentive and Support Service payments for the month that PREP financial support has been discontinued. **For example:** *If DLR discontinues PREP financial support and notifies the participant on July 7, any Incentives and Support Service payments for July should still be issued.*

Participants no longer receiving PREP financial assistance can continue to receive assistance through the WIOA Title I or Title II programs. Participants previously receiving PREP assistance can receive PREP financial assistance again at a future time.

JOB CORPS

PREP is available to participants who are enrolled in both WIOA Title I Youth programs and are enrolled with Box Elder Job Corp Civilian Conservation Center who have completed their Career Preparation Period. Participants must be engaged in programs that lead to a high school diploma or GED® credential.

LENGTH

PREP participation will be obligated for six-month increments followed by a period of evaluation. An extension of an additional six months may be approved based on satisfactory progress and Title I Youth budget availability.

REFERRAL

Job Corps will refer potential participants, including existing Title I Youth participants, to DLR after the referred student completes their Career Preparation Period. If the student is not a Wagner-Peyser or Title I Youth participant, they will be enrolled upon referral. Students over 18 should be co-enrolled into Title I Adult programs. Participants must be engaged in programs that lead to a high school diploma or GED® credential.

EMPLOYMENT PLAN DEVELOPMENT

All PREP participants will have a joint employment and education plan that is developed in coordination with the DLR staff member and the Job Corps representative. Existing participants can incorporate PREP objectives into their existing plan. The Employment Plan will be a formalized contract between Job Corp, DLR, and the participant. Participants who do not meet the expectations outlined in the Employment Plan will be at risk of losing PREP financial support.

The Employment Plan should be reviewed at least monthly and can be modified any time when needed and agreed upon by members of the Integrated Resource Team (IRT). The Employment Plan should offer flexibility to help the participant overcome barriers that might be keeping them from meeting expectations. See [Employment Plan](#) Policy 4.11 for further details and requirements.

The Employment Plan is created through an IRT meeting with DLR, Job Corps, and the participant using the Employment Plan ([Form 9](#)) template in the WIOA manual. The Employment Plan will be signed by DLR, Job Corps, and the participant and uploaded into SDWORKS. Monitors will take place with Job Corps monthly once the Employment Plan is signed. Job Corps will formalize objectives related to the goal of obtaining a high school diploma or GED® credential

- Monthly hours engaged in learning activities;

- Other required details for credential obtainment; and
- Timelines for testing, including Test of Adult Basic Education (TABE®) post-tests.

DLR will formalize objectives related to employment by identifying:

- Procedures for submitting documentation;
- Requirements for incentive and support service payments;
- The date of monthly monitor; and
- Responsibilities related to any Work Experiences.

JOB CORPS PREP INCENTIVES

PREP offers financial incentives designed to encourage meaningful progress towards obtaining a credential. Incentive payments are awarded to participants who meet the monthly objectives outlined in the Employment Plan.

Monthly Incentives

Participants who meet all conditions outlined in their Employment Plan will receive a \$75 incentive for every month the participant is engaged in PREP regardless of any other incentive the participant may earn in a month.

Measurable skills gains (Post-TABE)

All Job Corp students complete TABE® and post-TABE® assessments. Participants who achieve an Educational Functioning Level Gain will be awarded a \$150 incentive.

A measurable skills gain must be entered into SDWORKS before the incentive can be issued. Refer to [Resource 17](#) to determine if the participant has achieved a skills gain.

Completion of 200 Days

Students who successfully participate 200 days at Job Corps and have been engaged with PREP for at least 60 days will receive a one-time incentive of \$300. PREP engagement begins the date the Employment Plan is signed by DLR, Job Corp, and the participant.

Credential obtainment

Students who earn their high school diploma or GED® credential will receive a one-time incentive of \$300.

The credential and measurable skills gain must be entered into SDWORKS before an incentive can be issued.

Incentive Obligations

PREP incentives will be obligated using Out-Of-School Youth Other or In-School Youth Other funding streams.

A signed Employment Plan outlines the expectations for monthly incentives and must be attached to the obligation before approval and is the only required document for an obligation.

Incentive Payments

PREP incentive payments will be processed once per month. The following includes a list of supporting documentation to accompany the payment request.

- ***Monthly Incentive:*** A completed monthly monitor from Job Corp that shows the participant has met or exceeded expectations through the previous month must be attached to the payment voucher before being approved.
- ***Measurable Skills Gain (post-TABE®):*** A copy of the post-TABE® test results that show the participant has earned an Educational Functioning Level Measurable Skills Gain uploaded into the must be attached to the payment voucher. An MSG must be entered into SDWORKS voucher request before the incentive can be issued, see the [Credential & Measurable Skills Gain Data Entry Guide](#) for more information.
- ***Completion of 200 days:*** A completed monthly monitor ([Form 22](#)) that indicates that the participant has successfully completed 200 consecutive days of training at Job Corp must be attached to the payment voucher **and** a case note indicating that the participant has been engaged with PREP for at least sixty days

- **Credential Obtainment:** A copy of the credential or transcripts indicating that a high school diploma or GED® credential has been earned by the participant. An MSG **and** credential must be entered into SDWORKS before the incentive can be issued.

JOB CORPS SUPPORT SERVICES

Housing

Prep participants securing housing in South Dakota will be eligible for Housing Support Services after their graduation from Job Corp. DLR will work with the participant and Job Corp to ensure that the participant is transferred to the DLR Job Service Office closest to the area they re-locate to after leaving Job Corp.

Participants must meet with their new contact at DLR (if transferred) and complete a new employment plan. Participants will be responsible for paying any security deposits required for the housing they secure after graduation from Job Corp.

DLR will pay up to \$800 per month for the first two months of rent in their new location.

Non-PREP Incentives and Support Services

Incentives and Support Services offered by the WIOA Title I Youth program not duplicated by the PREP program, can be made available to participants. These determinations must follow existing [Youth Incentive](#) Policy 5.37 and [Support Services](#) Policy 5.34.

WORK-BASED LEARNING

PREP participants will participate in a paid Work-Based Learning activity. DLR will coordinate with Job Corp to ensure that PREP participants are utilizing the WEX program during periods of Work-Based learning coordinated by Job Corp.

Job Corp will ensure that monthly monitor requirements are met. An IRT will take place between Job Corp, the employer, and the participant at the beginning of the Work Experience. An IRT can be called anytime by any party during the Work Experience period (see [Work Experience](#) Policy 5.36).

MONITORING

Job Corp, DLR, and the participant must work cooperatively throughout PREP participation. Job Corp must provide monthly monitors using the Monitor Progress Report ([Form 22](#)) to DLR regarding the participant's progress towards earning their credential. If concerns are identified, DLR staff must work to address issues in conjunction with the Job Corps. To determine if a modification to the Employment Plan is needed for success, an IRT meeting should be scheduled with Job Corps, DLR and the participant, if the participant does not meet the expectations outlined in the Employment Plan.

DISCONTINUING SUPPORT

If a participant does not meet **all** the conditions outlined in their Employment Plan, they will **not** receive the **Monthly Incentive**. They may receive incentives for Measurable Skills Gains, Completion of 200 days of training, or Credential obtainment if those conditions have been met.

If a participant fails to meet the conditions outlined in their Employment Plan two months in a row an IRT meeting will be called with Job Corps, DLR, and the participant. Adjustments to the employment plan may be made at this time if necessary. flexibility is encouraged when the participant has reasonable cause for not achieving objectives identified in the employment.

The participant will be informed that if they fail to meet the conditions outlined in the Employment Plan for a third month that PREP will no longer be offered.

Participants who fail to meet the conditions outlined in the Employment Plan three months in a row, will no longer be eligible to receive PREP financial support.