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**DIVISION OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 19-04**

Charisse Childers, Ph. D., Director

December 18, 2019

**TO:** Local Workforce Development Area Administrators/Service Providers  
ADWS Staff

**SUBJECT:** Clarification of Youth Incentives for Progress toward a GED®

**1. Purpose:**

To expand information given in ADWS Policy No. WIOA I-B – 3.2 Updated (*Services for Youth*) dated August 27, 2018, as it relates to incentive payments for making progress toward a GED®.

**2. Acronyms:**

AJL – Arkansas Job Link

GED® – General Educational Development (test leading to a high school equivalency diploma)

EFL – Educational Functioning Level

TABE – Tests of Adult Basic Education

**3. Background:**

ADWS Policy No. WIOA I-B – 3.2, Updated (*Services for Youth*) dated August 27, 2018, TEGL 21-16, and 20 CFR 681.640 state that incentive payments may be made to Youth participants for recognition and achievement tied directly to training activities and work experience. Incentives paid for with WIOA funds must be connected to recognition of the achievement of milestones tied to programs of work experience, education, or training.

**4. Action Required:**

Effective January 1, 2020, Arkansas state policy is that incentives paid to Youth concerning training resulting in a GED® diploma through the WIOA title II Adult Education program may not be calculated based on the number of hours spent in learning. Youth incentives must be based on objective milestones tied to the passing of specific tests or for demonstrated learning in educational components required or recommended by the local Adult Education (WIOA title II) provider. Such milestones may include, but are not limited to:

- Increasing one (1) educational functioning level (EFL), as specified in the latest version of “Test Benchmarks for NRS Educational Functioning Levels,” published

by the National Reporting System for Adult Education, a project of the U.S. Department of Education

- Scoring at least 535 on a TABE 11/12 test (Reading, Math, or Language) or appropriate score on another test indicating readiness to take the GED Ready® test
- Scoring at least 145 on a GED Ready® test (Social Studies, Science, Mathematics Reasoning, or Reasoning through Language Arts)
- Scoring at least 145 on a GED® test (Social Studies, Science, Mathematics Reasoning, or Reasoning through Language Arts)
- Passage of another test, such as a Civics test, required or recommended by the local Adult Education program
- Documented mastery of material presented in a required or recommended component by the local Adult Education program, such as Financial Literacy or Ready for Work
- Attaining a credential or a specific job industry certification, such as ServSafe, OSHA, forklift, etc.
- Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRC)

Documentation verifying the achievements of milestones must be appropriate documentation provided by the entity administering the test, conducting the workshop/component, or awarding the credential/certification. Such documentation must be maintained in each participant's file. Documentation could include a printout of test scores, a copy of the instrument to indicate mastery of training material, a copy of the credential or certification, or other document appropriate for the milestone. Case notes are not sufficient documentation for these milestones.

Whether or not milestones are given incentives, all appropriate measurable skills gains must be documented and recorded in AJL.

By January 1, 2020, local areas must develop youth incentive policies and procedures that meet the requirements of this issuance if they choose to give Youth incentives related to GED® programs.

5. **For Additional Information:** Contact Claudia Griffin, Policy Specialist, at [Claudia.Griffin@arkansas.gov](mailto:Claudia.Griffin@arkansas.gov) or Stephanie Blair, Program Operations Manager, at [Stephanie.Blair@arkansas.gov](mailto:Stephanie.Blair@arkansas.gov).
6. **Expiration:** Continuing