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Office of Compliance Issuance

07-2026

Release Number-Program Year

Active Date: 02/09/2026
Effective Date: 02/09/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Incentives - Youth

ATTACHMENTS (if any): N/A

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD Issuance – Statewide WIOA Youth Program Incentive Policy
OWD Issuance - Document Management

SUMMARY

This policy communicates St. Louis County Workforce Development (STLCOWD) incentives applicable to In School Youth (ISY) and Out School Youth (OSY) programs.

BACKGROUND

This policy details the incentive process provided to eligible WIOA individuals who are enrolled in WIOA Youth work experience and/or school/training specified by the State of Missouri. This policy is focused on ensuring adherence to applicable regulations and policies while maximizing available resources.

SUBSTANCE

Incentives are a type of monetary compensation (i.e. gift card) provided to an individual for participation in work experience activities and/or attending school/training. Incentive payments may be provided to WIOA Youth individuals who are completing/completed their eligible educational and/or work experience activity.

The following incentives will also be paid for meeting educational milestones:

- Fifty dollars and zero cents (\$50.00) will be paid for successfully completing Quarter 1 grades (C and above).
- Fifty dollars and zero cents (\$50.00) will be paid for successfully completing Quarter 2 grades (C and above).
- Fifty dollars and zero cents (\$50.00) will be paid for successfully completing Quarter 3 grades (C and above).
- Seventy-five dollars and zero cents (\$75.00) will be paid for successfully completing Quarter 4 grades (C and above).
- For semesters (not quarters):
 - Semester 1: One hundred dollars and zero cents (\$100.00) will be paid for successfully completing Semester 1 grades (C and above).
 - Semester 2: One hundred twenty-five dollars and zero cents (\$125.00) will be paid for successfully completing Semester 2 grades (C and above).
- For HiSET or GED – each passing score on tests will receive:
 - Forty-five dollars and zero cents (\$45.00) will be paid for successfully passing the **Math** test.
 - Forty-five dollars and zero cents (\$45.00) will be paid for successfully passing the **Science** test.
 - Forty-five dollars and zero cents (\$45.00) will be paid for successfully passing the **Social Studies** test.
 - Forty-five dollars and zero cents (\$45.00) will be paid for successfully passing the **Reading** test. For HiSET exam takers only.
 - Forty-five dollars and zero cents (\$45.00) will be paid for successfully passing the **Language** test. For HiSET exam takers only.

- Forty-five dollars and zero cents (\$90.00) will be paid for successfully passing the **Reading/Writing** test. For GED exam takers only.
- Two hundred twenty-five dollars and zero cents (\$225.00) for successful completion of skilled training **and** received a certificate/license; this applies if certified training does not offer quarters or semesters.
- One hundred dollars and zero cents (\$100.00) for successful completion of high school diploma, HISET/GED, associate's degree, or bachelor's degree

The following incentives will also be paid for meeting Work Experience milestones:

- Fifty dollars no cents (\$50.00) will be paid for completing the first two weeks of Work Experience.
- Fifty dollars no cents (\$50.00) will be paid for completing 80 hours of Work Experience.
- Fifty dollars no cents (\$50.00) will be paid for completing 160 hours of Work Experience.
- Seventy-five dollars no cents (\$75.00) will be paid for completing 240 hours of Work Experience.

The maximum amount for incentives per individual should not exceed five hundred and fifty dollars and zero cents (\$550.00).

REQUIREMENTS

All incentive payments must be documented in the statewide electronic case management system and must include:

- The amount paid for the incentive
- Description of the activity the incentive supports.
 - Upload any supporting documents into MoJobs (i.e. diploma, certificate, license, etc.)
- The date the incentive was paid (must match MoJobs)
- Upload signed copy of the gift card received

Staff must upload all associated documentation into MoJobs following the current OWD policy on Documents Management.

INQUIRIES

Please direct all questions or comments regarding this Issuance document to compliance@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.