



Alternative Opportunities, Inc. March 9, 2012

A.O. COMMUNITY SERVICES

A.O. EMPLOYMENT SERVICES

A.O. WORKFORCE PARTNERS

CAROL JONES RECOVERY CENTER FOR WOMEN

A.O. YOUTH & FAMILY

A.O. BROOKE CARE

DAYSRING BEHAVIORAL HEALTH

Mr. William Dowling  
Executive Director  
Ozark Region Workforce Investment Board  
1514 S. Glenstone  
Springfield, MO 65804-1436

Dear Bill:

The attached document is in compliance with contract #2009-1094 between Alternative Opportunities, Inc./AO Employment Services and the City of Springfield serving as the fiscal agent for the Ozark Region Workforce Investment Board.

Alternative Opportunities, Inc. requests a modification to our existing contract to include the following:

- Extend our contract for 90 days with no new funding.
- Revised Incentive Policy and Schedule to clarify the time restrictions for credential incentives.

We submit these attachments for Modification #7 to the stated contract. The attachments include:

1. WIA Youth Budget for period April 1, 2011-March 31, 2012
2. WIA Youth Budget (90 day extension)
3. WIA Youth Staffing List
4. WIA Youth Formula Budget for SPYC Staffing
5. WIA Youth Budget for SPYC
6. WIA Youth Formula Staffing for SPYC
7. Resume for Janet Suhumskie who took the Admin Assistant vacated by Larissa ~~Lisa~~ Eberhardt
8. Revised Incentive Policy

Please feel free to contact me ([sgrayr@aoinc.org](mailto:sgrayr@aoinc.org) or 417-321-2665) if you have questions.

We appreciate the continued collaboration in serving youth in the Ozark region.

Sincerely,

Steve Gray  
Statewide Director/AO Workforce Partnerships

Cc: Sally Payne, Bontiea Goss, Veronica Williams, Martha Hurt, Joe Krueger

ALTERNATIVE OPPORTUNITIES, INC.  
WIA YOUTH SERVICES BUDGET  
(April 1, 2011 Through March 30, 2012  
(Contract #2009-1094 , Modification #7, dated March 9, 2012)

	<b>BUDGET</b>		
	<u>Total</u>	<u>In School</u>	<u>Out of School</u>
<b>Program Costs:</b>			
Salaries & Wages	344,740.00	179,265.00	165,475.00
Payroll Taxes-FICA	26,373.00	13,714.00	12,659.00
Unemployment Taxes	12,031.00	5,678.00	6,353.00
Employee Health Insurance	26,190.00	13,619.00	12,571.00
Dental Insurance	1,256.00	653.00	603.00
Employee Life Insurance	397.00	206.00	191.00
Workers Compensation Insurance	1,413.00	735.00	678.00
Employee Recruitment	200.00	110.00	90.00
Postage	1,000.00	550.00	450.00
Printing	1,000.00	550.00	450.00
Office Supplies and Expenses	1,000.00	520.00	480.00
Staff Training Expense	3,800.00	1,976.00	1,824.00
Mileage	12,568.00	6,535.00	6,033.00
Lodging	5,000.00	2,600.00	2,400.00
Meals	2,000.00	1,040.00	960.00
Miscellaneous Travel Expense	5,000.00	2,600.00	2,400.00
Other Communication Costs	1,500.00	780.00	720.00
Rent	1,800.00	936.00	864.00
Participant Recruitment	2,500.00	1,300.00	1,200.00
Bank Charges	800.00	416.00	384.00
Audit Expense	2,000.00	1,040.00	960.00
WD Professional Services	18,000.00	9,360.00	8,640.00
<b>Total Program Costs</b>	<b>\$ 470,568.00</b>	<b>\$ 244,183.00</b>	<b>\$ 226,385.00</b>
<b>Participant Supportive Services Costs:</b>			
Client Mileage/Transportation	16,140.00	8,392.80	7,747.20
Client Purchases	3,140.00	1,632.80	1,507.20
Test Fees	2,000.00	1,040.00	960.00
Worksite Clothing	4,000.00	2,080.00	1,920.00
UTILITIES	1,000.00	520.00	480.00
Monthly Rent	3,570.00	1,856.40	1,713.60
Child Care	500.00	260.00	240.00
School Supplies	2,000.00	1,040.00	960.00
<b>Total Participant Supportive Services Costs</b>	<b>\$ 32,350.00</b>	<b>\$ 16,822.00</b>	<b>\$ 15,528.00</b>
<b>Direct Participant Costs:</b>			
Participant Wages	212,400.00	110,448.00	101,952.00
Participant Payroll Taxes-FICA	16,248.00	8,448.96	7,799.04
Participant Worker's Compensation	7,434.00	3,865.68	3,568.32
Attendance Allowance	16,000.00	8,320.00	7,680.00
Workshops	10,000.00	5,200.00	4,800.00
Youth Leadership Development	5,000.00	2,600.00	2,400.00
<b>Total Direct Participant Costs</b>	<b>\$ 267,082.00</b>	<b>\$ 138,882.64</b>	<b>\$ 128,199.36</b>
<b>Total WIA Youth Costs-Contract</b>	<b>\$ 770,000.00</b>	<b>\$ 399,887.64</b>	<b>\$ 370,112.36</b>

ALTERNATIVE OPPORTUNITIES, INC.  
WIA YOUTH SERVICES BUDGET  
(April 1, 2012 Through June 30, 2012  
(Contract #2009-1094 , Modification #7, dated March 9, 2012)

90 DAY EXTENSION

	<u>BUDGET</u>	<u>In School</u>	<u>Out of School</u>
	<u>Total</u>		
<b>Program Costs:</b>			
Salaries & Wages	90,000.00	46,800.00	43,200.00
Payroll Taxes-FICA	6,900.00	3,588.00	3,312.00
Unemployment Taxes	1,000.00	520.00	480.00
Employee Health Insurance	300.00	156.00	144.00
Dental Insurance	5,000.00	2,600.00	2,400.00
Employee Life Insurance	100.00	52.00	48.00
Workers Compensation Insurance	400.00	208.00	192.00
Employee Recruitment	50.00	26.00	24.00
Postage	120.00	62.00	58.00
Printing	200.00	104.00	96.00
Office Supplies and Expenses	200.00	104.00	96.00
Staff Training Expense	2,000.00	1,040.00	960.00
Mileage	3,000.00	1,560.00	1,440.00
Lodging	1,000.00	520.00	480.00
Meals	500.00	260.00	240.00
Miscellaneous Travel Expense	1,000.00	520.00	480.00
Other Communication Costs	100.00	52.00	48.00
Rent	450.00	234.00	216.00
Participant Recruitment	500.00	260.00	240.00
Bank Charges	120.00	62.00	58.00
Audit Expense	-	-	-
WD Professional Services	4,500.00	2,340.00	2,160.00
	-	-	-
<b>Total Program Costs</b>	<b>\$ 117,440.00</b>	<b>\$ 61,068.00</b>	<b>\$ 56,372.00</b>
<b>Participant Supportive Services Costs:</b>			
Client Mileage/Transportation	3,000.00	1,560.00	1,440.00
Client Purchases	500.00	260.00	240.00
Repairs & Maintenance			
Test Fees	400.00	208.00	192.00
Worksite Clothing	2,000.00	1,040.00	960.00
UTILITIES	500.00	260.00	240.00
Monthly Rent	500.00	260.00	240.00
Child Care	100.00	52.00	48.00
School Supplies	100.00	52.00	48.00
<b>Total Participant Supportive Services Costs</b>	<b>\$ 7,100.00</b>	<b>\$ 3,692.00</b>	<b>\$ 3,408.00</b>
<b>Direct Participant Costs:</b>			
Participant Wages	37,000.00	19,240.00	17,760.00
Participant Payroll Taxes-FICA	2,850.00	1,482.00	1,368.00
Participant Worker's Compensation	1,300.00	676.00	624.00
Attendance Allowance	4,000.00	2,080.00	1,920.00
Workshops	2,000.00	1,040.00	960.00
Youth Leadership Development	2,000.00	1,040.00	960.00
<b>Total Direct Participant Costs</b>	<b>\$ 49,150.00</b>	<b>\$ 25,558.00</b>	<b>\$ 23,592.00</b>
<b>Total WIA Youth Costs-Contract 90 Extension</b>	<b>\$ 173,690.00</b>	<b>\$ 90,318.00</b>	<b>\$ 83,372.00</b>

**ALTERNATIVE OPPORTUNITIES, INC.**  
**WIA YOUTH SERVICES BUDGET**  
 (April 1, 2010 Through March 31, 2011)  
 (Contract #2009-1094 , Modification #7, dated March 9, 2012)

Position	Staff	Current ROP		FTE %	Start Date	Anticipated Annual Increase
		Hourly Rate	Annual Rate			
Program Coordinator*	Lauren Solidum	22.36	46,500.00	100%	12/10/2007	
Admin Asst	Janet Suhumskie	11.00	22,880.00	50%		
Career Manager #1	Joni Dorris	14.18	29,500.00	100%	4/6/2009	
Career Manager #2	Wendy Graves	14.18	29,500.00	100%	8/10/2006	
Career Manager #3	Yolunda Jones	14.18	29,500.00	100%	9/6/2011	
Career Manager #4	AMY HASTINGS	14.18	29,500.00	100%	8/8/2011	
Career Manager #5	Kelli Woosley	14.18	29,500.00	100%	10/12/2011	
Career Manager #6	Elvin Vereau	14.18	29,500.00	100%	2/19/2008	
Job Developer	Rebekah Bartels	14.18	29,500.00	100%	10/12/2010	
Job Developer	Rose Bruffett	14.18	29,500.00	100%	10/11/2011	
Statewide Director	Steve Gray	31.25	65,000.00	30%	6/22/2004	
Accountant	Veronica Williams	25.00	52,000.00	40%	5/7/2002	

ALTERNATIVE OPPORTUNITIES, INC.  
WIA YOUTH SERVICES BUDGET  
WIA Formula Funds for SPYC Operations Budget 2011  
(February 1, 2011 thru November 30, 2011)  
(Contract #2009-1094 , Modification #7, dated March 9, 2012)  
BUDGET  
Total

***Program Costs:***

Salaries & Wages		20,233.33
Payroll Taxes-FICA		1,547.85
Unemployment Taxes		0.90
Employee Health Insurance		2,475.00
Dental Insurance		-
Employee Life Insurance		38.10
Workers Compensation Insurance		82.95
Employee Recruitment		-
Postage		-
Office Supplies and Expenses		-
Staff Training Expense		-
Mileage		-
Lodging		-
Meals		-
Miscellaneous Travel Expense		-
Other Communication Costs		-
Rent		-
Participant Recruitment		-
Bank Charges		-
Audit Expense		-
Admin		1,111.30
<b>Total Program Costs</b>	<b>\$</b>	<b>25,489.43</b>

***Participant Supportive Services Costs:***

Client Mileage/Transportation		-
Client Purchases		-
Repairs & Maintenance		-
Test Fees		-
Worksite Clothing		-
UTILITIES		-
Monthly Rent		-
Child Care		-
School Supplies		-
<b>Total Participant Supportive Services Costs</b>		<b>-</b>

***Direct Participant Costs:***

Participant Wages		-
Participant Payroll Taxes-FICA		-
Participant Worker's Compensation		-
Attendance Allowance		-
Workshops		-
Youth Leadership Development		-
<b>Total Direct Participant Costs</b>		<b>-</b>

**Total WIA Youth Costs** **\$ 25,489.43**

**ALTERNATIVE OPPORTUNITIES, INC.**  
**WIA YOUTH SERVICES BUDGET**  
**WIA Formula Funds for SPYC Operations Budget 2011**  
**(February 1, 2011 thru November 30, 2011)**  
**(Contract #2009-1094 , Modification #7, dated March 9, 2012)**

**BUDGET**  
**Total**

***Program Costs:***

Salaries & Wages		
Payroll Taxes-FICA		
Unemployment Taxes		
Employee Health Insurance		
Dental Insurance		
Employee Life Insurance		
Workers Compensation Insurance		
Employee Recruitment		
Postage		
Office Supplies and Expenses		
Staff Training Expense		
Mileage		4,000.00
Lodging		
Meals		
Miscellaneous Travel Expense		
Other Communication Costs		
Rent		
Participant Recruitment		
Bank Charges		
Audit Expense		
Admin		
<b>Total Program Costs</b>	<b>\$</b>	<b>4,000.00</b>

***Participant Supportive Services Costs:***

Client Mileage/Transportation		11,700.00
Client Purchases		-
Repairs & Maintenance		-
Test Fees		-
Worksite Clothing		7,800.00
UTILITIES		-
Monthly Rent		-
Child Care		-
School Supplies		-
<b>Total Participant Supportive Services Costs</b>	<b>\$</b>	<b>19,500.00</b>

***Direct Participant Costs:***

Participant Wages		116,000.00
Participant Payroll Taxes-FICA		8,874.00
Participant Worker's Compensation		10,440.00
Attendance Allowance		-
Workshops		-
Youth Leadership Development		-
<b>Total Direct Participant Costs</b>	<b>\$</b>	<b>135,314.00</b>

**Total WIA Youth Costs** **\$ 158,814.00**

ALTERNATIVE OPPORTUNITIES, INC.  
 WIA YOUTH SERVICES BUDGET: SPYC  
 (February 1, 2011 Through November 30, 2011)  
 (Contract #2009-1094 , Modification #7, dated March 9, 2012)

Position	Staff	Current ROP		Start Date	Anticipated Annual Increase
		Hourly Rate	Annual Rate		
Admin Asst	OPEN	10.00	20,800.00		
Career Manager #4	Rebekah Bartels	12.98	27,000.00	10/12/2010	
					FTE %
					50%
					100%

**JANET SUHUMSKIE**

**526 S. Willa Jean**

**Springfield, Missouri 65809**

**(417) 894-5817**

**EMPLOYMENT HISTORY**

**BTS Group, Inc**

**Ozark,  
Missouri**

**04/07 – 07/11**

**MERS Staff Support Specialist**

Responsible for support to caseworkers and management

- Retrieved referrals, printed and entered into computer system and assigned to a caseworker.
- Copied, faxed and mailed applications and other information to appropriate agencies while meeting various deadlines.
- Requested and followed up on bank, employment and insurance information.
- Requested and printed medical records.
- Answered and directed calls that came in on the main lines.
- Opened, logged, scanned and distributed mail.
- Maintained filing systems, monitored and requested supplies and performed general equipment maintenance.

**Receptionist**

**10/06 – 04/07**

Responsible for receptionist duties, filing and clerical support.

**Med-Pay,  
Inc**

**Springfield, Missouri**

**Claims Manager**  
**10/05 – 05/06**

Responsible for the operation of the Claims Processing Department.

- Maintenance and adjustments on claims as appropriate.
- Posted and prepared refund checks to appropriate group.
- Processed claims for the largest client.
- Supervised claims examiners and data entry personnel.

**Claims Examiner**  
**08/04- 10/05**

Responsible for claims processing and problem resolution directly relating to claims.

- Processed medical claims in accordance with each groups plan document.
- Problem resolution with customer service inquiries, case management nurses and clients.

**Billing Clerk**  
**03/04-08/04**

Responsible for preparation and notification of claim and check registers to all clients, stop loss filing, and customer service back up.

- Prepared claims register and check registers in the manner that each client desired.
- Stop loss notifications to include large loss alerts, 50% notifications, individual spec notices for reimbursement and/or advance funding request.
- Problem resolution with contacts from and to our groups, providers, employees and stop loss carriers.
- Backed up customer service on inquiries coming in by fax relating directly to eligibility and claim status.

**FirstChoice Administrators**  
09/01-03/04

Springfield, Missouri

## **Sr. Claims Examiner**

Responsible for all phases involved in claims processing and stop loss notifications.

- Did preexisting investigations, injury inquiries, subrogation agreements, student and dependent status and coordination of benefits.
- Process medical and dental claims in accordance with each groups plan document.
- Stop loss notifications to include large loss alerts, 50% notifications, individual spec notices for reimbursement and/or advance funding request.
- Problem resolution with contacts from and to our groups, providers, employees and stop loss carriers.

**Dubinick and Meek Chiropractic**  
10/00-06/01

Springfield, Missouri

## **Chiropractic Assistant/Billing**

Responsible for front office, accounts receivables, billing, insurance filing, posting charges and collections and daily chart preparation.

- Scheduled and confirmed appointments.
- Verify insurance benefits and coordinated care with other physicians
- Posted and balanced daily charges, payments and adjustments to appropriate account.
- Printed and verified information on invoices and claims for accuracy and weekly mailing
- Ran & balanced daily reports.
- Assisted with patient care.

**Penmac Personnel Services**

**Springfield, Missouri**  
**05/99-10/00**

**Corporate Accounts Receivable**

Responsible for accounts receivables and invoicing.

- Posted payments and adjustments to the appropriate client and company.
- Ran and balanced day end reports.
- Generated, reviewed and edited invoicing reports for potential errors.
- Problem resolution pertaining to accounts receivables and invoicing from clients and regional branch managers.

**Arnold Cataract Center**  
**04/93-04/99**

**Springfield, Missouri**

## **Insurance Coordinator**

Responsible for accounts receivables, payables, collections, insurance filing and posting charges.

- Posted charges, insurance checks and adjustments as appropriate to accounts.
- Ran and balanced day end reports.
- Counseled patients regarding setting up payment plans, promissory notes and signing waivers.
- Problem resolution pertaining to insurance filing and posting of charges.
- Coded payables to proper accounts, companies and process checks.
- Supervised and trained insurance personnel.

**Hughes and Luce**  
**04/92-03/93**

**Dallas, Texas**

**Conflict Analyst/Billing Clerk**

Responsible for all phases involved in invoicing, conflict checks, client and attorney maintenance.

- Invoicing comprised of narrative changes, write-offs, adjustments, billing memos, time and disbursement entries.
- Input information to search for potential conflicts.
- Researched and resolved attorney complaints and questions.

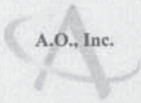
**Video Litigation Services**  
04/91-04/92

**Dallas, Texas**

**Secretary**

Responsible for all secretarial and receptionist duties for three companies.

- Typed all correspondence, proposals and invoices.
- Posted daily accounts receivables on spreadsheets.
- Created and maintained business clientele directories for accessibility and efficiency.



## Alternative Opportunities, Inc.

### Incentive Policy Ozark Region – WIA Youth

#### **Background:**

The Promising and Effective Practices Network (PEPNet), developed by The National Youth Employment Coalition, is nationally recognized for its network of initiatives, which have met criteria of effective practice in youth employment and development programs. One of the nine key elements listed for an effective youth program is the availability of incentives to encourage attainment of individual goals. WIA allows the payment of incentives to youth who achieve established goals as a result of program participation. Since WIA youth programs are driven by performance outcomes, incentives encouraging successful completion are beneficial to youth, Program Providers and ultimately local areas. Based on this premise, the following youth incentive policy and procedures are established.

#### **POLICY:**

The criterion for incentive awards is tied to the younger youth and older youth performance outcomes as established by WIA. Incentives may be awarded to youth based upon their progress and/or achievement of the performance outcomes outlined in their Individual Service Strategies (ISS). The Incentive Pay Schedule (see attached) provides the maximum amount allowed for the achievement of each performance outcome. Youth may receive more than one incentive for the achievement of multiple outcomes, and such incentives can be awarded during the 12-month, follow-up period. However, the total dollar amount a youth can receive in incentive payments **shall not exceed \$500 per program year. Due to availability of funds incentive amounts might vary throughout a program year. No incentives should be paid after the 12 month follow up period.**

The following is a list of the current incentives:

GED Credential Incentive Award -Youth will be granted an incentive award for successful completion of their GED. In order to receive the incentive award, documentation will be placed in the youth's hard copy file and in Toolbox that demonstrates the criteria for this incentive have been met. The amount of the GED/Diploma incentive for youth will be \$100.00.

Diploma Credential Incentive Award – Youth will be granted an incentive award for successfully completing high school earning their diploma. The amount of the incentive will be \$100.00. In order to receive this incentive documentation will be placed in the youth's hard copy file and in Toolbox.

Post-Secondary Degree and/or Certificate Credential Incentive Award – Youth who earn a credential through advanced training or post-secondary education will receive an incentive award of \$100.00. In order to receive the incentive documentation will be placed in the youth's hard copy file and in Toolbox.

**The above credential incentives must be submitted within nine months of attainment for incentive pay out.**

### Y.E.S. Bucks Incentive Awards

Y.E.S. (Youth Excellence and Success) Bucks will be used to motivate youth participants toward other positive program outcomes. These are given as incentives for milestones and completion of activities. Please refer to the attachment Incentive Payment Schedule for a complete listing of tasks accomplished and amount of incentive earned. Before any Y.E.S. bucks may be redeemed, participants must provide the appropriate documentation. Y.E.S. bucks will not be given for anything that can not be verified.

Career Manager's will complete a Supportive Service Request Form which requires the signature of the Statewide Director, Assistant Statewide Director and/or Program Coordinator for the redemption of Y.E.S. Bucks. All awards given must be documented in the hard copy file and on Toolbox to be redeemed.

Those participants whose TABE results demonstrate basic skills deficiency (EFL <4.0) in one of each of the three functional areas (math, reading or language) at time of enrollment are eligible for incentives for increasing these Educational Functional Levels (EFL). Participants are eligible to receive a \$15 incentive in the form of Y.E.S. Bucks for each attainment of a full one point increase in an Educational Functional Level (EFL) previously determined basic skill deficient. For those participants who achieve an EFL of 5.0 or higher (9.0 or higher grade level equivalency) in one of the three functional areas previously determined basic skill deficient will be eligible for a Y.E.S. Bucks incentive of \$50 for each area.

Participants enrolled in both high school and college courses simultaneously will be eligible for Y.E.S. Bucks incentives pertaining to high school grades only.

Incentives for Unsubsidized Employment and Retention Outcomes – Youth who meet performance outcomes during their follow up period will be granted incentive awards. These incentives are directly tied to the attainment of program performance outcomes. In order to receive the incentive documentation will be placed in the youth's hard copy file and in Toolbox. The amount of the incentive for OY/YY Retention in the third quarter after exit will be \$100.00. The incentive amount for OY/YY Entered Employment in the first quarter after exit will be \$50.00.

### **PROCEDURES:**

#### Payment Method

Incentives shall be paid to youth in the form of gift cards (Y.E.S. BUCKS) matching the assigned incentive amount for each achievement or in the form of a check (only for those leading to immediate attainment of performance outcomes: GED/Diploma/Credential attainment, OY Entered Employment, OY and YY Employment Retention, and Literacy and Numeracy Gain). All incentive payments shall be described in Toolbox case notes including the amount attainment reason, and must be entered in the Outcomes Link prior to authorization of the payment. Copies of the documentation will be kept in the participant's hard copy file.

Any incentives paid in the form of Y.E.S. BUCKS must be claimed and documented by the youth participant within 30 days from the day they earned them or that amount will be forfeited. For example, a youth must request Y.E.S. BUCKS for attending a workshop within 30 days or attending that workshop. Or a youth that has been accepted to college must cash in those Y.E.S. BUCKS within 30 days of receiving the acceptance letter/enrolling in classes. Any request for Y.E.S. BUCKS outside of the 30 day limit will not be approved. Those incentives paid in the form of a check for direct attainment of performance outcomes could be requested at any time a youth documents them and are not limited to 30 days from attainment.

Incentive Pay Schedule  
Ozark Region WIA Youth Program

<b>Credential Incentive Award</b> (Applies to youth that obtain a High School Diploma, GED Post-Secondary Degree and/or Certificate) <u><b>Must provide copy of diploma, certificate or transcripts</b></u>	\$100 \$100 \$100
Complete FASFA	\$10
Apply for/Acceptance into College/Vocational School (limit 3)- <u><b>Must provide a copy of the application and/or a copy of the acceptance letter</b></u>	\$15
Placement into College/Vocational School (limit 1)- <u><b>Must provide school schedule to receive this incentive</b></u>	\$50
Obtainment of Missouri Career Readiness Certificate- <u><b>Must provide proof of certificate bronze, silver or gold level</b></u>	\$50
Long TABE Level increase by one level- <u><b>Applies only to those who are not basic skills deficient at time of enrollment</b></u>	\$10
School Grades (quarterly) A B C <u><b>Must provide formal grade card</b></u>	 \$7 \$6 \$5
College/Vocational Grades (semester) 4.0 3.5-3.9 3.0-3.49 2.5-2.9 <u><b>Must provide formal grade card</b></u>	 \$40 \$35 \$30 \$20
Literacy and Numeracy Measure- Long TABE- <u><b>Applies only to those students that are basic skills deficient upon enrollment who meet an Educational Functional Level (EFL) of 5.0 or higher (equivalent to 9.0 or higher grade level) in one of the three functional areas; math, reading or language.</b></u>	\$50
Participants will receive a \$15 incentive in the form of Y.E.S. Bucks upon attaining a full one point increase in an Educational Functional Level (EFL) in each functional area; math, reading or language.	\$15
School Attendance (90% attendance to GED or High School per month) <u><b>Must have letter from teacher, counselor or principal</b></u>	\$10
Attending Workshop	\$10
Volunteer Community Service (4 hours- Cap at value of \$100.00) <u><b>Must have letter from agency and/or formal time sheet for hours</b></u>	\$10
Obtain Unsubsidized Employment (limit 3 per year)	\$10

\*Clarification to policy- revision 2. 3/9/2012

<b><u>Must have letter from employer, AO employment verification or current pay stub</u></b>	
<b><u>Retain Employment</u></b> 30 days (limit 2 per year) 90 days (limit 2 per year) 1 year (limit 1 per year) <b><u>Must provide letter from employer, AO employment verification or current pay stub</u></b>	\$20 \$50 \$100
Promotion at Work <b><u>Must provide a letter from employer regarding promotion</u></b>	\$50
Job Shadowing (8 hours-limit 3 per year) <b><u>Must have letter from agency and/or formal time sheet for hours</u></b>	\$10
Extra Curricular Activity <b><u>Must provide letter from agency and/or school teacher</u></b>	\$10
Completion of ISS/OA for reengagement and/or updating ISS/OA (limit one time program year)	\$20
<b>Youth Employment Retention Outcome 1<sup>st</sup> Quarter</b> (Employment, Military, Post-Secondary Training, or Advanced Training in first Quarter after Exit) <b><u>Must provide letter from employer, AO employment verification or current pay stub</u></b>	\$50*
<b>Youth Employment Retention Outcome 3<sup>rd</sup> Quarter</b> (Employment, Military, Post-Secondary Training, or Advanced Training in the third Quarter after Exit) <b><u>Must provide letter from employer, AO employment verification or current pay stub</u></b>	\$100*

Incentives must be documented in the appropriate Toolbox screens and be case noted.