

**Northwest Georgia Workforce Development Board
(WDB) Policy and Procedures
Job Retention Services Incentives**

The purpose of this policy is to establish the principles for job retention services incentives for individuals enrolled in Northwest Georgia WIOA training programs. Job retention services incentives are provided in recognition that stability in the labor force is an individual's key to self-sufficiency and increased earnings. In addition, reduced turnover and increased employment benefits business, industry, and local communities.

Support services incentives may be provided based on the Career Advisor's decision that the incentives will support and encourage customers to remain employed, have perfect attendance on the job, etc. The provision of job retention services incentives will be tied to appropriate behaviors that reinforce job retention principles. For example, the Career Advisor may provide job retention services incentive(s) to an individual who has perfect attendance the first five scheduled days on the job.

Job retention services incentives are limited to \$25 expended from WIOA funds. Vouchers or coupons for free or discounted products or services funded from other sources will not count towards the total. Marketing materials purchased with WIOA funds for distribution to potential customers, trainees, or employers will also not count towards the limit. Adults may not be given cash incentives. Examples of job retention services incentives that may be provided include but are not limited to:

- Gas Cards
- Phone Cards
- Free or Reduced Cost Oil Change
- Free or Reduced Cost Lunches
- Alarm Clock