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Nikki R. Haley
Governor

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Executive Director

STATE EMPLOYMENT SERVICES INSTRUCTION NUMBER: 12-4

TO: Local Workforce Investment Area Administrators;
Test Site SC Works Center Operators; DEW Area Directors;
Test Site DEW Staff Managers

SUBJECT: DEW/DSS Incentives Awards Policy

ISSUANCE DATE: September 14, 2012

EFFECTIVE: Immediately

PURPOSE: To provide guidance for the request and distribution of the SC Department of Social Services (DSS) Incentive Awards to SC Works Center Test Sites.

BACKGROUND: Significant efforts have been made this past year by the collaborative agreement between the SC Department of Employment and Workforce (DEW) and DSS to reduce the number of South Carolinians enrolled in the Supplemental Nutrition Assistance Program by preparing them to rejoin the workforce and placing them in sustainable jobs. A total of \$350,000.00 has been made available by DSS for Incentive Award payments to Test Site Works Centers when certain job retention levels have been achieved.

Incentive payments are for the following performance outcomes:

1. **Job Retention:** Successful unsubsidized employment for 24 or more hours per week that continues for a minimum of 30 days of hire.
2. **Employment Hours:** Increase in participant employment hours, from part-time to full-time.
3. **Wage Progression:** Increase in pay 180 days or less from date of hire.

The Performance Outcomes are further defined by the **Performance Pay Schedule Payments**

1. **\$300: Job Placement:** Placement in an unsubsidized job(s) for 24 or more hours per week for at least 30 days.
2. **\$500: 60 Day Retention:** Successful unsubsidized employment for 30 or more hours a week lasting 60 days or more.
3. **\$700: 90 Day Retention:** Successful unsubsidized employment for 30 or more hours a week lasting 90 days or more.

"Putting South Carolinians Back to Work"

POLICY: SC Works Centers receiving Incentive Awards will spend these dollars in accordance with federal guidelines. As the source of the Incentive monies is Federal, their use will be governed by Office of Management and Budget (OMB) Circular A-87 and the State policy as set by SCDSS and SCDEW. Incentive dollars are to be utilized for SC Works Center upgrades to equipment and employee morale activities. No more than 10% but at least 3% of the incentive funds is recommended to be allocated toward Center morale activities.

When a Participant has achieved an employment retention level of at least 30 days and up to 90 days, this validated status will be forwarded by the DEW Staff Manager (DSM) to the Interagency Liaison Director (ILD) via one of the following: **DSS Form 1245 Wage Verification** or the **SNAP Employment & Training Program Job Placement Report Form**. The documented data will include at a minimum: job title, employer, tenure of employment, number of daily hours worked and the wage level. The DSM will submit the data of all eligible Participants to ILD on a quarterly basis in January, April, July and October.

Upon the confirmation of the incentive value achieved, the Center Operator and DEW Staff Manager will collectively determine how the incentive funds will be used. The DSM then completes the DEW Purchase Requisition and signs with the Center Operator to make the agreed upon purchase. Purchases are to be made within 90 days after DEW notifies the DSM that funds are available.

ACTION: You are responsible for the distribution and implementation of this policy guidance within your local workforce system.

INQUIRIES: Questions may be directed to Clarke McGriff at 803 737-3180 or cmcgriff@dew.sc.gov.



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