



Workforce Innovation and Opportunity Act Title I-B  
1789 W. Jefferson Mail Drop 5112, Phoenix, AZ 85007  
[WIOAFiscalReports@azdes.gov](mailto:WIOAFiscalReports@azdes.gov)

## WIOA Title I-B Adult and Dislocated Worker Incentive Approval Request Form

WIOA Title I-B funds must not be used to provide incentives to adults and dislocated workers, without DES approval. This form is used to request approval from DES to pay incentives to adults and dislocated workers using WIOA Title I-B formula funds. Local Workforce Development Boards (LWDB) must request approval to pay incentives to adults and dislocated workers every program year. LWDBs are not required to obtain prior approval from DES to pay youth incentives.

Incentives must not be paid to individuals to maintain employment in 2nd and 4th quarter after exit. These requests will not be approved, and are not allowed to be paid by the WIOA Title I-B Adult, Dislocated Worker or Youth Programs.

Submission of this form constitutes agreement by the LWDB to comply with DES Incentives Policy (WIOA Policy Manual Chapter 3, Section 700).

Program Year \_\_\_\_\_ / Fiscal Year \_\_\_\_\_

LWDB Name: \_\_\_\_\_ LWDB Representative: \_\_\_\_\_

Address (No., Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Representative's E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This request is to provide incentives to: (Check all that apply)

Adults      Dislocated Workers

Please attach the following documents to this request:

- The LWDB's local incentive payment policy for Adult and/ or Dislocated Workers programs (it can be a combined policy or two separate policies);
- An explanation of the business case for incentive payments (i.e. how and why are they important to the success of the participants/recipients and the grant);
- Brief descriptions of the situations in which the LWDA anticipates the need to provide incentive payments to participants (i.e., external factors that may discourage a participant from obtaining a federally-recognized credential, such as availability of employment in the field that does not require a federally-recognized credential when a federally-recognized credential will increase the participants employment opportunities and long term employability along a career pathway).

\_\_\_\_\_  
Signature of LWDB Chairperson (please print)

\_\_\_\_\_  
Date

Instructions to LWDBs:

E-mail this completed request form and attachments to DES Division of Employment Rehabilitation Services (DERS)- Finance and Budget Unit (FBU) at: [WIOAFiscalReports@azdes.gov](mailto:WIOAFiscalReports@azdes.gov) and include "Pre-Approval to Pay Adults and Dislocated Worker Incentives" in the Subject line.



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**To be completed by DERS FBU**

Program Year \_\_\_\_\_ / Fiscal Year \_\_\_\_\_

LWDB Name: \_\_\_\_\_

Incentive payments approved      Incentive payments denied

Reason for Denial:

\_\_\_\_\_  
 Signature of DERs-FBU Manager Date

Instructions: After this form is completed by the DERS FBU, a copy of the form must be emailed to the LWDB contact on the form, to [WIOAQandA@azdes.gov](mailto:WIOAQandA@azdes.gov), and to the Quality Assurance and Integrity Manager.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. To request this document in alternative format or for further information about this policy, Contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.