



Work-Based Learning Incentive Program: Employer Incentive Checklist

The Work-Based Learning Incentive Program is a reimbursement Program. In order to receive an incentive payment, you must provide BOTH documentation that the requirement was accomplished AND a reimbursement request for allowable expenses, including staff costs, to complete the requirement. You can only be reimbursed up to the maximum amount allowed.

Learning AT Work		Learning THROUGH Work		Learning ABOUT Work	
Maximum Base Incentive:	\$8,000	Maximum Base Incentive:	\$4,500	Maximum Base Incentive:	\$1,500
Maximum TOTAL Incentive:	\$10,000	Maximum TOTAL Incentive:	\$6,500	Maximum TOTAL Incentive:	\$2,500
Base Incentives		Base Incentives		Base Incentives	
Develop a Learning AT Work work-based learning experience and place a participant	\$3,500	Develop a Learning THROUGH Work work-based learning experience and place a participant	\$2,000	Develop a Learning ABOUT Work work-based learning experience and directly engage with participants for at least 8 hours.	\$1,000
(Choose ONE Below)		(Choose ONE Below)			
Participant completes a 240 hour placement in a Learning AT Work work-based learning experience; OR	\$1,500	Participant completes a 240 hour placement in a Learning THROUGH Work work-based learning experience; OR	\$1,000	Learning ABOUT Work work-based learning experience achieves 8 of 10 Quality Work-Based Learning	\$500
Participant completes a 480 hour placement in a Learning AT Work work-based learning experience; OR	\$2,000	Participant completes a 480 hour placement in a Learning THROUGH Work work-based learning experience; OR	\$1,200		
Participant completes a 720 hour placement in a Learning AT Work work-based learning experience	\$2,500	Participant completes a 720 hour placement in a Learning THROUGH Work work-based learning experience;	\$1,500		
Learning AT Work work-based learning experience achieves 12 of 15 Quality Work-Based Learning Standards	\$2,000	Learning THROUGH Work work-based learning experience achieves 12 of 15 Quality Work-Based Learning Standards	\$1,000		
Base Incentive Total: (Cannot exceed \$8,000)		Base Incentive Total: (Cannot exceed \$4,500)		Base Incentive Total: (Cannot exceed \$1,500)	
Additional Incentives		Additional Incentives		Additional Incentives	
Placing a participant from one of the Target Audiences	\$1,000	Placing a participant from one of the Target Audiences	\$500	Engaging a participant from one of the Target Audiences	\$250
Learning AT Work work-based learning experience achieves 15 of 15 Quality Work-Based Learning Standards	\$1,000	Learning THROUGH Work work-based learning experience achieves 15 of 15 Quality Work-Based Learning Standards	\$500	Learning ABOUT Work work-based learning experience achieves 10 of 10 Quality Work-Based Learning Standards	\$150
Each additional placement (per participant)	\$1,000	Each additional placement (per participant)	\$1,000	Additional engagement time (per 4 hours, up to \$500)	\$100
Additional Incentive Total		Additional Incentive Total		Additional Incentive Total	
Learning AT Work Incentives Total: (CANNOT exceed \$10,000)		Learning THROUGH Work Incentives Total: (CANNOT exceed \$6,500)		Total: (CANNOT exceed \$2,500)	
Businesses which qualify as rural and/or small are eligible to earn the following incentives over and above the maximum.		Businesses which qualify as rural and/or small are eligible to earn the following incentives over and above the maximum.		Businesses which qualify as rural and/or small are eligible to earn the following incentives over and above the maximum.	
Rural	\$100	Rural	\$100	Rural	\$100
Small	\$100	Small	\$100	Small	\$100