



## Participant Tracking

These templates can assist caseworkers in tracking participant outcomes and provide templates for an incentive program. If you do not already have an approved incentive program, please reach out to your Federal Program Officer for approval. Use these as a template that you can customize or inspiration to create your own resource.

Most documents include the grantee's contact information so you can reach out with questions or discuss how they have used the document and any lessons learned.

Grantee examples in this section:

★ **Montgomery Community College: Alumni Incentive Questionnaire** ([pg 2](#))

- This survey collects information about the participant's certification attainment, employment status, and career navigation support. It also seeks general feedback about participation in the program.

★ **Northern Wyoming Community College District: Incentive Process** ([pg 6](#))

- This document outlines the rules and regulations on receiving supportive services, which includes incentive payments. This information would be disseminated during enrollment.

★ **Northern Wyoming Community College District: Incentive Application** ([pg 8](#))

- This form collects information from the participant applying for an incentive payment.

## Montgomery Community College

### America's Promise Alumni Survey - \$25 Amazon.com Gift Card

Dear America's Promise Participant:

We are offering you a \$25 [Amazon.com](https://www.amazon.com) Gift Card\*\* for the completion of this survey, with a maximum of 17 questions. Questions with an asterisk\* require a response.

If you respond within 30 days, and after your survey and contact information are validated, we will send you the \$25 [Amazon.com](https://www.amazon.com) Gift Card.

This survey is only open to students of the America's Promise programs at Montgomery College, Frederick Community College, and Prince Georges Community College. If you were not a program participant and received this in error, we will not be able to provide an [Amazon.com](https://www.amazon.com) Gift Card for the completion of the survey.

We hope our programs helped you. Your answers could contribute to the improvement and sustainability of these U.S. Department of Labor funded programs at the three colleges. If you have questions regarding this survey, please contact Gail Nguyen at [Gail.Nguyen@montgomerycollege.edu](mailto:Gail.Nguyen@montgomerycollege.edu).

\*\* Restrictions apply, see [amazon.com/gc-legal](https://www.amazon.com/gc-legal)

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1. Your full name.\*

2. Your best contact number.\*

3. Your email.\*

4. Please confirm your email.\*

5. Please select any IT certifications you've earned since your training.

- AWS Developer Associate
- CAHIMS
- CCNA
- CompTIA A+
- CompTIA IT Fundamentals+
- CompTIA Network+
- CompTIA Security +
- OCA Java
- Tableau
- Other

6. Are you currently employed?\* ("yes" queues up questions 7 through 11, "no" skips to 12)

- Yes
- No

7. What is your employment status?\*

- Full-Time
- Part-Time
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8.What is the name of your current employer?\*

9.What is your current job position/title?\*

10.When did you start working at your current job, that is listed above?\*

11.What is your current hourly rate at the job you listed above?

12.What was your previous hourly rate at your former employer?

13.Please share your future employment goals below.

14.Did you receive career navigation services as part of the America's Promise program? Please check all that apply.

- Career counseling
- Resume coaching
- Interview coaching
- Direct links to employers
- Emails and links to employment resources
- None
- Other

15. Please describe how the America's Promise program helped you.



16. Please provide feedback on how the America's Promise program might have been able to help you better.



17. Would you be willing to consider giving a formal written or recorded testimonial about your experience with America's Promise?

- Yes
- No
- Maybe

The America's Promise Teams at Montgomery College, Prince Georges Community College, and Frederick Community College thank you for your submission! If you have any questions, feel free to contact [Gail.Nguyen@MontgomeryCollege.edu](mailto:Gail.Nguyen@MontgomeryCollege.edu).



## Northern Wyoming Community College District America's Promise Incentive Process

Beginning 1 July 2019 America's Promise Educating Toward Economic Diversity (ETED) Partnership participants are eligible to receive incentives in the form of checks totaling \$85.00.

The purpose of this incentive payment is to encourage participants to provide program eligibility and financial eligibility documentation as appropriate and required by Training and Employment Guidance Letter (TEGL) 14-18 Attachment 1. Additionally, receipt of the incentive payment requires students to provide a complete disclosure of employment history, as well as employment outcomes resulting from completion of a grant-funded program of study.

Duplication of America's Promise, WIOA Youth, or WIOA Adult and Dislocated Worker grant-funded incentives is not allowable. Participants must complete and return the America's Promise Incentive Form to their grant advisor for verification that no co-enrollment activities of duplication of grant-funded services are being received. Completed forms are to be submitted to the Business Office (single institution), or the business office of the grant's lead institution, for issuance of the check.

### **Conditions of Incentive Payment**

In order to receive an incentive payment, participants must provide the following information to their America's Promise advisor:

1. A completed employment history extending five years. Acceptable documentation can include:
  - a. Resume with references
  - b. A complete employment history of companies, addresses, supervisor names, and telephone/email addresses for verification purposes.
2. A completed disclosure of employment outcomes related to grant-funded training as applicable, such as:
  - a. Employer information if starting a new job (e.g., company name, address, supervisor name and telephone/email).
  - b. Verifiable evidence of advancement and/or salary/wage increase (e.g., notice of advancement, notice of salary/wage increase, or two pay stubs demonstrating salary/wage increase).

**Disbursement**

1. Once participants have provided all requested documentation and completed the America's Promise Incentive Form the grant-funded advisor will verify that no co-enrollment activities or duplication of grant-funded services are being received from WIOA Youth or WIOA Adult and Dislocated Worker.
2. Approved disbursements will be paid in the form of a check issued by the college. Students must be advised as to how the incentive payment will be received.



## Northern Wyoming Community College District America's Promise Incentive Application

**Instructions:** America's Promise Participants applying for an incentive payment must complete all areas of this application; incomplete applications will not be considered. Employment Information can be completed by providing either a current resume or a listing of employers with contact information. Participants concurrently receiving an incentive payment from a WIOA Youth or a WIOA Adult & Dislocated Worker grant to verify employment status following program completion are ineligible for the incentive payment.

Participants are encouraged to work with their America's Promise Academic Advisor to complete and submit this application. A check for \$85.00 will be issued to the current mailing address once incentive payment eligibility is verified.

### Participant Information:

Student Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_ Best Times to Call: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Program Completion Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Records:

1. Has the Participant provided a resume or job history? Yes  No   
Note: A record of employment history must be included with the Participant's student record for audit purposes.
  
2. Has the participant provided current employment information, including the employer's contact information? Yes  No   
Note: Current employment information is required to track the performance of the America's Promise grant.

Training and Employment Outcomes:

1. What level of academic credential did the participant receive upon completion of study?
  - Certificate of Completion for a short-term training program (e.g., Certified Nursing Assistant, etc.)
  - Academic Certificate for completing a one-year academic program
  - Associate-level Degree
  
2. Is the Participant pursuing additional education at the Community College level? Yes  No
  
3. Is the Participant transferring to a four-year university? Yes  No
  
4. Did the Participant earn an industry-recognized certification and/or license in addition to their academic credential? Yes  No   
If yes, please list the certification/license titles below:

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5. Did the Participant change employment to their target industry/occupation upon completion of their program of study? Yes  No
  
6. If the Participant did not change employers following their program of study, please answer the following questions:
  - a. Did the Participant receive a title change or promotion? Yes  No
  
  - b. New Title (if applicable): \_\_\_\_\_
  
  - c. Did the Participant receive a wage/salary increase? Yes  No

d. Prior wage or salary per hour or per year: \_\_\_\_\_

e. New wage or salary per hour or per year: \_\_\_\_\_

Office Use:

Instructions: In order to process the incentive payment, the Academic Advisor must complete the following questions prior to submitting the America's Promise Incentive Application to the Business Office for processing. Incomplete forms will not be processed, and will be returned to the Academic Advisor for completion.

1. The Participant is confirmed as not receiving benefits from a WIOA Youth program during their program of study: Yes  No
2. The Participant is confirmed as not receiving benefits from a WIOA Adult and Dislocated Worker program during their program of study: Yes  No
3. The Participant's current and former employment history is on file: Yes  No

Academic Advisor Signature: \_\_\_\_\_

Date Submitted to the Business Office: \_\_\_\_\_