



Employ Milwaukee Administrative Memo		
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Sponsoring Executive	<input checked="" type="checkbox"/> President and CEO	<input type="checkbox"/> CFO
Dissemination	<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External

TO: Employ Milwaukee Staff and Workforce Partners

FROM: Julie Cayo, President and CEO

RE: Reentry Programming-Supportive Services and Incentives

DocuSigned by:
Julie Cayo
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- I. **BACKGROUND:** Supportive services and incentives are vital elements of the Individual Development Plan or Individual Action Plan (collectively referred to as Plan), identified through the assessment of each participant’s unique needs. These provisions are designed to remove barriers, foster sustained engagement, and support the successful attainment of employment goals.
- II. **DEFINITIONS:** None.
- III. **PURPOSE:** The purpose of this policy is to establish a framework for the ethical, equitable, and effective use of incentives within re-entry programming. Incentives are intended to support individuals transitioning from incarceration to community life by encouraging participation, reinforcing positive behavior, and promoting sustained engagement in rehabilitative and reintegration activities.
- IV. **POLICY:** Reentry Programming provides targeted supportive services and incentives to participants to ensure individualized and effective support. Eligibility for incentives requires alignment with specific goals and measurable outcomes that contribute directly to obtaining or retaining employment. These goals must be explicitly outlined within the participant’s Plan and documented in accordance with all applicable regulations. All fees are a one-time service.
 - A. Supportive Services
 - 1. Allowable transportation assistance includes:
 - i. Mileage is reimbursed for round trips greater than 25 miles.
 - ii. Driver’s license fees including Testing fees (written and road test)
 - iii. AODA assessment fees
 - 1. Traffic Safety Group Dynamics education course- MATC
 - 2. Multiple Offense education course- MATC
 - iv. Required corrective courses
 - 1. Right of Way course
 - v. Driver’s education services
 - 1. Comprehensive driver’s education
 - 2. Adult permit instruction classes
 - 3. Private individual lesson
 - 4. Road test preparation
 - 5. Use of driver’s education training car for road test
 - vi. Gas cards at \$50 per month for no longer than two months (for participant or verified driver who transporting participant)
 - 1. Proof of vehicle needed, and
 - 2. Proof of valid license needed, and

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- 3. Proof of job logs needed, or
- 4. Proof of employment for limited assistance until first check received

B. Incentive Payments

Incentive payments shall be made uniformly and consistently ensuring all participants receive equal incentives for equal achievement and/or participant and are defined in the Reentry Programming Milestones Chart below.

REO- Growth Opportunities-MKE Milestones Chart

Incentive Type of Milestones	Award Amount	Maximum Number	Example Documentation
Workplace Skills Planning Academy- Phase completion	\$50	4	Attendance sheet from the Office of Community Wellness and Safety
Placement into employment, post-secondary, apprenticeship, or military	\$200	1	Copy of VOE, pay stub, employer letter, post-secondary acceptance letter, apprenticeship acceptance letter, or military acceptance letter
Placement retention- 2 nd Quarter after exit	\$200	1	Copy of VOE, pay stub, employer letter, post-secondary acceptance letter, apprenticeship acceptance letter, or military acceptance letter
Placement retention- 4 th Quarter after exit	\$200	1	Copy of VOE, pay stub, employer letter, post-secondary acceptance letter, apprenticeship acceptance letter, or military acceptance letter

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Windows 2 Work Milestones Chart

Incentive Type of Milestones	Award Amount	Maximum Number	Example Documentation
First planning meeting with participant once released	\$50	1	Attendance at meeting
Placement into employment, post-secondary, apprenticeship, or military	\$75	1	Copy of VOE, pay stub, employer letter, post-secondary acceptance letter, apprenticeship acceptance letter, or military acceptance letter
Retention of placement for 30 days	\$25	1	Copy of VOE, pay stub, employer letter, post-secondary acceptance letter, apprenticeship acceptance letter, or military acceptance letter
Retention of placement for 60 days	\$25	1	Copy of VOE, pay stub, employer letter, post-secondary acceptance letter, apprenticeship acceptance letter, or military acceptance letter
Exit survey	\$25	1	Completion of DOC Exit Survey upon exit from program

C. Limitations

See Employ Milwaukee Policy 25.02 for limitations.

D. Exceptions

See Employ Milwaukee Policy 25.02 for exceptions

V. PROCEDURES:

A. Supportive Services Allowable Transportation Assistance

1. DOL Re-entry Employment Opportunities (REO) Growth Opportunities – Milwaukee (GO-MKE)

- i. Staff and the participant will review the Plan for specific and appropriate goals for transportation assistance
 - a. REO GO-MKE staff must complete the Supportive Services Incentive Form and obtain participant signature and incentive identifiable information for tracking as receipt of incentive.
 - b. Expenses incurred without prior approval will not be reimbursed.
 - c. Reimbursement is made only after receiving documentation that shows payment or purchase.
 - d. Supportive service payments and/or reimbursements may be made through check and are not considered a part of payroll. Participants must retain all related documentation and receipts for monitoring and eligibility purposes.

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2. Windows to Work (W2W)

- i. Staff and the participant will review and complete the Wisconsin Works household budget worksheet to document how to participant will sustain the specific service upon its end date per the program.
 - a. W2W staff must complete the Supportive Services Incentive Form and obtain participant signature and incentive identifiable information for tracking as receipt of incentive.
 - b. Expenses incurred without prior approval will not be reimbursed.
 - c. Reimbursement is made only after receiving documentation that shows payment or purchase.
 - d. Supportive service payments and/or reimbursements may be made through check and are not considered a part of payroll. Participants must retain all related documentation and receipts for monitoring and eligibility purposes.

B. Incentives

1. See the documentation requirements in the Reentry Programming Milestones Chart above.
2. Staff will complete the Supportive Service Incentive Form and obtain participant signature and incentive identifiable information for tracking as receipt of incentive.
3. Staff will enter the incentive into the Efforts to Outcomes (ETO) data system
 - i. Supportive Service touchpoint
 - ii. Customer note touchpoint
 - iii. Other touchpoint if needed
 - a. Employment Record touchpoint
 - b. Voucher touchpoint

VI. **ACTION REQUIRED:**

- A. Posting of this Policy to the Employ Milwaukee website for open access to all personnel.

VII. **REFERENCES:**

- U.S. Department of Labor (DOL) Funding Opportunity Number FOA-ETA-24-06
- [U.S. Department of the Treasury: Internal Revenue Service \(IRS\). Publication 970: Tax Benefits for Education](#)
- [20 CFR \(Code of Federal Regulations\) Part 681, Subpart C](#)
- Wisconsin WIOA Titles I-A and I-B Policy and Procedure Manual, [10.6 Incentive Payments](#)
- WI DOC Windows to Work (W2W) Contract Number C8275-02, Addendum Number 2.0
- U.S. DOL's FOA-ETA-24-06, § IV. E.35
- EMI Policy 25-02 Supportive Services <https://www.employmilwaukee.org/Employ-MKE/Agency-Policies/25.02-Supportive-Services1.pdf>

VIII. **RECISSIONS:** None

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