

# CWP Policy and Procedure Manual

<b>Program:</b> WIOA Youth	<b>Section:</b> 5-66	<b>Page</b> 1
<b>Subject:</b> Stipends	<b>Effective Date:</b> 05/01/23	

## A. Purpose

To help support program participants' participation in assigned education or training activities.

## B. Policy

### 1. Provision of stipends

Stipends are fixed, regular cash payments to program participants to support their participation in assigned education or training activities. Cash stipends are issued in the form of a check, debit card, or direct deposit to the participant's account.

### 2. Criteria for the provision of stipends

- a. Sufficient program funds are available for awarding stipend payments consistently and equitably to all participants who are eligible.
- b. If provided, stipends are provided consistently (same amount) and equitably to each individual eligible for the stipend.
- a. Participant must be active in the WIOA Youth program and be satisfactorily participating in the assigned education or training activity.
- b. The program provider must have a written attendance policy consistent with the requirements of the education or training provider.
- c. Program staff must review the attendance policy with participants before education or training activity begins and must provide a copy. Review of the attendance policy must be documented in case notes.
- d. Stipends are paid only to participants with satisfactory attendance as defined in the attendance policy.
- e. The activity supported by the stipend issuance is limited to education or training activities that are part of the participant's Individual Service Strategy (ISS).
- f. The provision of stipends for education or training activities must also be included in the participant's ISS and described in the participant's case notes in the CWP designated management information system (MIS).

### 3. Amount of stipend

- a. Stipends are only provided if there are sufficient program funds to award stipend payments consistently and equitably to all participants who are eligible and participating in similar education or training activities.
- b. Stipend amounts are set by the program provider but must be no less than \$25 and no more than \$100 per weekly issuance. The CWP Program Manager may approve stipend amounts that vary from these limits based on program provider's written request, including justification for the change.
- c. Stipends are not pro-rated. Participant must meet the minimum attendance standard for the weekly or bi-weekly period in accordance with provider's attendance policy.

### 4. Time period of stipend issuance

Stipends are paid directly to the participant at regular weekly or bi-weekly intervals.

## C. Procedures

1. Program provider staff confirm that participant is enrolled in the education or training activity that is documented in the ISS and case notes.

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2. Program provider staff follow local program provider procedures for requesting stipend issuances for the participant.
3. Prior to issuing each regular stipend payment, the participant's attendance in the education or training activity is documented in the participant's MIS record and in case notes. Stipend payments are issued for each weekly or bi-weekly period that the participant maintains satisfactory attendance until the activity is completed.
4. Program providers are to adhere to their local agency financial procedures for the issuance of stipends.