CWP Policy/Procedure Transmittal

Policy and Procedures Transmittal Number: 23-12  Effective Date: July 1, 2023

To: CWP Staff and Subrecipient Staff
From: Julie Watson, Compliance & Accountability Administrator
Issue Date: July 17, 2023
Subject: General Stipend Policy

With this transmittal, CWP issues General Stipend Policy which applies to CWP programs that do not have funder-specific stipend policies. WIOA programs have separate stipend issuance policies that adhere to WIOA regulations and CTDOL’s WIOA policy.

In addition to being attached to this transmittal, this policy can be found in Section 2 of CWP’s online Policy and Procedures Manual at https://capitalworkforce.org/policies/.

Questions regarding CWP's General Incentive Policy should be addressed to Sandy Mackie, Chief Program Officer at smackie@capitalworkforce.org.
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 program 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 program and be satisfactorily participating in the assigned education or training activity.
   b. The program provider must have a written attendance policy; the policy must be consistent with the requirements of the education or training provider when the provider does not provide training directly.
   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 provision of stipends for education or training activities must be 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 established within the program/contract budget as approved by CWP and/or funder.
   c. Stipends are not pro-rated. Participant must meet the minimum attendance standard for the daily, 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. If the participant is a recipient of Temporary Family Assistance (TFA), the stipend amount for all weeks of participation, is paid in one single issuance.

C. Procedures
1. Program provider staff confirm that participant is enrolled in the education or training activity.
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 verified by program staff and 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. If the participant is a recipient of Temporary Family Assistance (TFA), one stipend payment is issued for all weeks the participant maintained satisfactory attendance.

4. Program providers are to adhere to their local agency financial procedures for the issuance of stipends.

5. Stipend issuances are documented in participant’s MIS record and in case notes.

6. Program staff are to advise participants that stipends are taxable and will be reported to the IRS in accordance with federal requirements.