

SNAPSHOT

Subject:	Universal Stipend Payments
Policy Number:	ADWDB-XX-2020

The purpose of this policy is to provide comprehensive guidance that ensures compliance with the Workforce Innovation and Opportunity Act (WIOA) and other grant requirements for the provision of stipend payments.

- A stipend is an allowable payment for participation in activities such as work experience, occupational skills training, or classroom activities.
 - Stipends can be offered in lieu of wages, or offered concurrently for the classroom training that complements a work experience.
 - A stipend is usually a predetermined, fixed amount of money given for participation/completion of an activity.
 - This compensation can be issued in equal payments over a defined period of time, for example a stipend may be provided instead of an hourly pay rate for attendance or participation in an activity.
- Each grant, program, and/or funding provision may be subject to additional requirements on the provision of stipends, to include their allowability.
- Stipend payments are allowable and must be reasonable, approved by the local workforce board through written policy, and included in the customer's Individual Service Strategy or Individualized Employment Plan.
- Customers are eligible for and may receive stipends in-lieu of wages for participation in the following activities:
 - Work Experiences (internships)
 - Work-Based Learning (on-the-job training/learning)
 - Training (classroom training)
 - Education
- Stipends are treated like wages regarding local caps and are subject to the local training cap. Stipends for work experiences are included in the WIOA Youth 20% Work Experience requirement.
- Customer's experiencing a delay or pause in their activities may receive stipends for participation in Career Service activities during the delay or pause. For example, a work experience that has paused due to Spring Break, or a snow closure, during which the customer will not be paid may receive a stipend for participation in Career Service activities during the pause.
- Stipend payments are capped at **\$6,000**. Stipend payments do not count towards other caps or expenditure limits.

NOTE: Allowances or stipends must not exceed Colorado minimum wage. Stipends count as taxable income for income tax purposes.

Only the Arapahoe/Douglas Works! Division Manager and/or the Workforce Center Administrator may grant exceptions to provisions within this policy.