

WIOA Region 5 (South Central and Southwest)

Adult Program Stipend Policy

Effective Date: November 1, 2024

Purpose: The purpose of this policy is to communicate local policy regarding the use of stipends for the state funded adult programming including Drive for Five Part I and Pathways to Prosperity Individual Training Program.

Background: Grant funding may allow the use of stipends for adult students enrolled in an approved post-secondary program and required to take, for class credit, and has an unpaid experiential learning component such as an internship, clinical externship, or student teaching for credit to graduate;

Eligibility: For participants to receive a stipend, participants must be/have:

- Eligible and enrolled in the Drive for Five Part I or Pathways to Prosperity Individual Training Program;
- A resident of the 23 county Southwest/South Central region;
- Provide documentation of work authorization to be eligible to receive monetary incentives;
- Enrolled in an approved post-secondary program and required to take an internship, clinical externship, or student teaching for credit to graduate;
- An internship, clinical externship, or student teaching that is not paid; and
- An internship, clinical externship, or student teaching that results in a post-secondary credit or credential identified in the program grant funding.

Policy/Procedure: Prior to the start of an internship, student teaching experience or healthcare clinical experience, an adult participant must complete an application and meet with a Career Specialist to determine eligibility.

An individual training plan must be developed, and all the requirements of the internship, student teaching experience or healthcare clinical experience must be documented between the participant and the Career Specialist including location of experience, start date, and length of time.

The program participant needs to submit documentation from the post-secondary school demonstrating that the course is a required course for the degree they are seeking and that the participant will receive post-secondary credit or credential for the internship, student teaching experience or healthcare clinical experience.

An agreement must also be signed by the employer/host site, student, and organization facilitating the stipend for the internship, student teaching experience or healthcare clinical experience.

Students must submit a signed verification form every two weeks. Verification of hours worked must be verified and signed off on by the worksite supervisor using the verification form provided by the Career Specialist. Verification forms must be submitted before reimbursement can be made and verification forms are maintained in the participant's file.

Stipend payments will be made to the participant on a bi-weekly basis upon receiving all required documentation.

Stipend:

The internship, clinical externship, or clinical teaching would qualify for a weekly stipend of:

- up to \$150 a week for 15 hours or less on average per week;
- up to \$200 a week for 16-31 hours a week on average per week;
- up to \$250 a week for 32-40 hours a week.

If stipend payments amount to \$600 in a calendar year, the payment is subject to income tax and participant will be sent a 1099 tax form.

Program participants will be eligible for up to \$4,000 combined per semester per individual for stipends, work experience, internships, and/or tuition assistance.