

ALL PROGRAMS POLICY

REVISED: January 6, 2023

TO: WFS Employment and Training Vendors

FROM: WFS Director

SUBJECT: Participant Stipends

BACKGROUND: There are programs in which it may be appropriate for WFS participants to be compensated for training time, even when they are not engaging in a formal paid work experience that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend, rather than with compensation through Ramsey County's payroll system.

PURPOSE: The purpose of this policy is to provide guidance to program staff on how to administer stipends to WFS participants.

POLICY: Stipends may be offered to WFS participants to fairly compensate for their time engaging in approved classroom training, on-the-job training, occupational training or other training activities. The decision to offer stipends for a specific training program will be made by WFS management team prior to the initiation of recruiting of participants for the program, and will be formally incorporated into that specific program model. When approved, a stipend amount will be pre-determined and will be the same for all participants who complete training program. Stipends are considered taxable income to program participants. Participants will be notified of IRS implications.

PROCESS: In the planning of any training programs, WFS leadership will determine if a stipend for participants is appropriate. If appropriate, WFS leadership will

determine the amount of the stipend, the payment structure (lump sum or multiple payments) for the specific program and obtain applicable approvals from relevant Local, State or Federal Agencies. Once these determinations are made, they will be communicated to WFS staff involved in the program.

For any events when a participant will be receiving a stipend, Employment Guidance Counselors will:

- Ensure that the use of stipend is detailed in the participant's employment/support plan (IEP, ISS, etc.)
- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file
- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipends are income and they will need to consider this in regard to their personal income taxes
- Submit necessary paperwork to Accounting Department for processing.

EFFECTIVE DATE: 1-6-23

CONTACT PERSON: Integrated Programs Manager