**MEMO**

To: Learn & Earn Employment & Training Providers Serving Ramsey County Residents

From: Ling Becker, Director, Ramsey County Workforce Solutions

Date: June 7th, 2023

Re: Training Stipends funded by ARPA & Impact on Cash Benefits

Ramsey County Workforce Solutions (WFS), in partnership with City of Saint Paul, have contracted with thirteen new Learn & Earn employment & training programs that will provide paid training opportunities to residents ages 18-30. In preparation for these new programs, WFS has consulted with the Minnesota Department of Human Services to determine how the funds provided to participants through student training programs impact cash benefits.

Student training programs are defined as: An education or training program designed to build skills, knowledge, and/or work experience. Regular employment that includes a training time-period is not considered a student training program. All Ramsey County Learn & Earn programs qualify as student training programs for cash benefits.

When someone is participating in a qualified “student training program” and receiving a stipend, the stipend does not count for cash benefit determination. However, the financial worker will need to first know that the training program is a qualifying program before they can exclude the income. These stipends are considered earned income as the person had to put in effort to earn the stipend. All earned income must be reported monthly to their financial worker even though it does not count.

|  |  |  |
| --- | --- | --- |
| **Benefit** | **Counts** | **Reporting Requirements** |
| Cash Programs:   * Diversionary Work Program (DWP) * General Assistance (GA) * Minnesota Family Investment Program (MFIP) * MN Supplemental Aid (MSA) * Refugee Cash Assistance (RCA) * Housing Support | No | A monthly Household Report Form HRF (section B):   * notify the financial that the program is a qualified program * report the start and end of the program report the number of training hours, and * report the amount of stipend earned |
| Emergency Assistance | Yes | Must be reported on application |
| Child Care Assistance Program (CCAP) | No | None because it is not counted; may need to provide verification of activity at:   * time of application * at 12-month redetermination, or * if participation in activity results in a need for increased hours of CC |

**References:**

* Cash Assistance Combined Manual: [DHS Combined Manual](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CombinedManual)
* Student Training Guide and FAQ: [Student Training Program Guide and FAQ (PDF)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&dDocName=MNDHS-061241)
* CCAP Glossary of Terms (Student Training Program for Income Exclusion purposes): [CCAP Glossary of Terms](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=ccap_02)