



YES Duluth
Duluth Workforce Development
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YES Duluth Stipend Policy

City of Duluth Youth Employment Service (YES Duluth)

For participants enrolled in the

WIOA Youth, MYP, Youth at Work, or TANF Youth program

A stipend is a fixed small payment made to a youth during enrollment in a YES Duluth youth program to encourage and support their participation in approved activities as laid out in their Individual Service Strategy. Stipends may be paid based on actual hours of attendance, or completion of a training. Attendance in the activity or training must be documented and verified prior to issuance of the stipend payment.

Stipend amount is set at \$10.00/hour of attendance, up to 10 hours or \$100 per week or \$250 for completion of Entrepreneurship Training.

Stipends may be paid to participants for their participation and completion of education or training services. Education or training must be approved and included in the ISS.

Stipends may be awarded for attendance/participation in:

- High School Equivalency classes, in person or online
- Attendance in a short term training program
- Attendance in work readiness training, in person or virtual, including Career Quest, Mind Over Matters, financial literacy packets, and Conover Online training programs.
- Completion of Entrepreneurship Training and developing a business plan, \$250 stipend

Process: Youth complete a W-9 form which is submitted to City of Duluth's auditors. Youth will document time on Tracking Form, the hours are verified by training provider or YES Duluth staff, and copies are maintained in customer's file. Stipend payments may be paid weekly. If stipend payments amount to \$600 in a calendar year, the payment is subject to income tax and youth will be sent a 1099 tax form.