

Central Minnesota Jobs and Training Stipend Policy

Purpose of Policy:

Youth will be able to obtain stipends through Work Readiness, leadership/professional skills development, training, and online learning activities, following parameters below:

Parameters:

- Must be tied to their ISS and documented.
- Stipend amount is set at \$10.00 an hour of attendance (seat time) or participation in activity. A maximum of \$500.00 can be earned during the program. Manager approval is needed after that threshold has been reached.
- Online course options need to be pre-approved by program manager.
- Online classroom attendance is allowable if participation time can be verified and appropriate documentation is provided.
- Attendance sheet/and or log must be signed or verified by the participant and the instructor/ES before reimbursement can be made and maintained in the participant's file.
- ES monitors/tracks hours on log forms.

To ensure equity within program:

- ES monitors/track hours on log forms.
- On an annual basis, the Youth Team will establish agreed-upon parameters regarding the types of activities that stipends are allowed.
- Payments are traced within WF1 through case notes. Employment specialists are required to enter specific information about the type and amount of stipend and how this relates to goals within the ISS.
- Manager monitors the incentives given via semi-annual file reviews.

Process:

- Employment specialist staff will complete appropriate paperwork and turn completed forms into the Accounting Department.
- Employment specialist staff will document payment request into WF1.
- Accounting Department will process payment as requested.
- Manager will monitor via file reviews.
- The program manager will monitor via reviewing quarterly budgets.