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<https://CareerSolutionsJobs.org>

## **Career Solutions**

### **Stipends for Youth Policy (*First Reading*)**

**Date Updated:** December 16, 2020

**Subject:**

There are programs in which it may be appropriate for Career Solutions 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.

**Purpose:**

The purpose of this policy is to provide guidance to program staff on how to administer stipends to Career Solutions participants. Notable programs include, but are not limited to, CareerONE.

**Policy:**

- Stipend payments will result from completion of activities that are tied to goals in the participant's Individual Service Strategy (ISS) along with the overall programming goals of the program in which the client is enrolled and participating.
- The amount of the stipend a client may receive will be reasonable.
- The amount of the stipend will be in relation to the difficulty of achievement of the goal.

**Career Planners 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:** *Once second reading is approved.*

**Contact Person:** Program Director and/or Youth Lead Career Planner.

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.