



Central Minnesota Jobs and Training Services, Inc. “Practice Pays” Stipend Policy

Eligible Programs: MYP, TANF Youth, WIOA, MYP, YAW, and Support Service

Purpose of Policy:

Due to the pandemic and the availability of work experience opportunities, the CMJTS Youth Team has added the opportunity for youth to take part in the “Practice Pays” program. Youth will be able to obtain stipends through work-readiness, leadership/professional skills development, training, GED seat hours, and online learning activities.

Examples topics include:

- Financial literacy
- Career interests, assessments, and pathways
- Job search or career success skills
- Virtual networking, e-mentoring, and the opportunity to earn certificates to add to their portfolio
- Microsoft Office (WORD, PowerPoint, Excel, and Access)

Procedure:

- Must be tied to their ISS and documented.
- The stipend amount is set at \$10.00 an hour of attendance (seat time) or participation in an 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 the program manager.
- Online classroom attendance is allowable if participation time can be verified, and appropriate documentation is provided.
- The attendance sheet/and or log must be signed or verified by the participant and the instructor/employment specialist before reimbursement can be made and maintained in the participant’s file.
- The employment specialist monitors/tracks hours on log forms.

To ensure equity within the program:

- Employment specialist monitors/tracks 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.
- The manager monitors the incentives given via semi-annual file reviews.

Process:

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