

St. Louis County Workforce Development
Adult and Dislocated Worker Stipend Policy

In accordance with OWD Issuance 04-2022

Stipends are allowable to assist an individual WIOA participant who has a barrier to employment. Subrecipients may only request and provide stipend payments to participants who:

- *Are participating in training and work-based learning services approved by WIOA Title I;*
- *Require those services to assist participant to complete program and enter into career-ladder employment.*
- *Are unable to obtain assistance first through other programs providing such services.*

Stipend payments may be provided **only** to Adults and/or Dislocated Workers having financial difficulty and will enable the participant to complete training. Stipend payments will be limited up to one hundred fifty dollars and zero cents (\$150.00) per week for a maximum allowable amount of nine hundred dollars and zero cents (\$900.00) per participant.

Case Note Requirement

All stipend payments must be documented in the statewide electronic case management system and include at a minimum all of the following:

- The amount paid for the stipend;
- The timeframe or duration for which the stipend was paid;
- The justification of need for the stipend payment; Documentation of the lack of availability of alternatives or other community resources.

The sub-recipient offering stipend payments must review case notes and financial documentation to avoid duplicate payments.

The sub-recipient must upload all associated documentation, per OWD Issuance 23-2021.