[GRANTEE NAME] Stipend and Incentive Procedure Template

For the Climate and Equitable Jobs Act (CEJA) Workforce Program at [GRANTEE NAME], participants are expected to attend [#] days per week for [#] hours each day. This curriculum will last [#] weeks and contains [#] training modules that last for [#] training hours.

A stipend is a fixed, regular payment made to participants. **It is not a wage but is intended to cover incidental costs incurred while attending the training program.** They are based on attendance during all training activities associated with this program. [In addition to a stipend, incentives may also be available. An **incentive** is a performance-based payment made to a participant above and beyond the stipend.]

Stipend amounts are ***$13 per instructional hour*** and paid on actual hours of attendance. Each training day, participants can earn up to $[PER DAY] ($[AMOUNT]/training hour) per training day, $[AMOUNT] per training week, and $[AMOUNT] total. However, this amount is reduced based on missing training hours.

[*Add if the grantee is providing incentives on top of the stipends*]
Additionally, participants may earn incentives for completing certain milestones during the training program. The incentives are performance-based and awarded when the participant meets or exceeds the objectives.

Attendance
Participants are expected to attend every training day. Attendance will be tracked to determine stipend payments. Only verified attendance hours are eligible for the stipend payment. A participant must attend at least 80% of the training sessions to complete the program.

If participants cannot attend due to illness or unforeseen circumstances, hours can be made up on a different date to receive the stipend payment. For example, if a participant missed 2.5 hours and did not make those hours up, their stipend would be reduced by $[STIPEND AMOUNT REDUCTION]. ($[STIPEND AMOUNT] per hour x 2.5 hours = $[STIPEND AMOUNT REDUCTION])

Post-Assessments Incentive
Participants are expected to pass a post-assessment for each training module. To pass a post-assessment, participants must receive 70% or above. If a participant passed the post-assessment, their incentive for that training day will be impacted by $[AMOUNT INCENTIVE IF OFFERED FOR PASSING TEST]. Post assessment scores below 70% would make the participant ineligible for the incentive.

For example, a participant attended the full day of courses and earned $[PER DAY AMOUNT] for that training day.
Note: The test retake is a Student Support Service and thus, would not qualify for attendance stipend.

Payment Information
Stipends are set at $13 per training hour and given to all participants, regardless of need. These will be paid to participants every [FREQUENCY] via [METHOD (Direct Deposit, check, etc.)] based on the number of instruction hours attended during the previous week(s)

Incentives will be paid [FREQUENCY]. To receive an incentive on top of the stipend payment, a participant must meet the following milestones:
- [insert milestones]

[GRANTEE NAME] will work with the instructors to review rosters and post-assessment scores to determine the stipend amount to be paid. Participants will receive a report outlining the stipend amount, adjustments factored into the payment, and any incentive earned.