

**ADDENDUM #1**  
**YOUTH ACTIVITIES - STIPENDS**  
**POLICY 18-04.1**

**Issue Date:** April 2, 2020

**Effective Date:** Retroactive to the NM Governor's Public Health Emergency Declaration on March 11, 2020

**Applicability:** WIOA Adult, Dislocated Worker, and Youth Programs

**Purpose:** A request has been made to the SAWDB to include stipends to be authorized as a result of the NM Governor's public health emergency declaration. After researching our policy, it does not include how stipends can be paid. This is a permanent addendum to the policy and will remain in effect post COVID – 19. Below is the directive for paying incentives for the period of the emergency declaration.

**Action:** Stipends Computed at an Hourly Rate – Stipends computed at an hourly rate may be paid directly to participants in the following areas:

- a) Educational Development/Enhancement: Post-testing, academic remediation, academic and/or career counseling, tutorial assistance and related enhancement skills training.
- b) Occupational Life Skills Training: Financial planning, job search skills, resume and job application development, consumer education, personal health and hygiene instruction; or
- c) Occupation Related Training: GED/HSE preparation, computer literacy and related office/technical skills, test preparation, and other similar short-term training activities.

Payment of Stipends Computed at an Hourly Rate – Such payments shall be made to a participant only for actual hours of attendance, not including holidays, and as reflected in the Time and Attendance form. Proof of hourly attendance must also be provided, such as hours worked on a computer program, etc. Payments will not exceed 80 hours within a two-week time period, and no overtime will be paid. Hourly Wage Rate will be the same as the Work Experience Wage Rate. All documentation will need to be scanned into NMWCOS.

**Inquires:** Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

**Attested:** This policy was adopted by Board Resolution on the issue date as stated in the section above.

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Board Chair or Vice Chair