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**Template 13: Illinois Works Sample Performance-Based Stipend Procedure**

All Illinois Works Pre-apprenticeship program grantees are required to provide a stipend payment to participants throughout the program. Stipend payments are meant to financially sustain participants during the tenure of the pre-apprenticeship program so they can effectively engage in training.

Each grantee should have both a stipend policy and procedure. The stipend policy outlines the purpose of a stipend, offers relevant definitions, and provides high-level detail regarding the grantee’s stipend disbursement. The stipend procedure is designed to provide logistical details on stipend amounts, how stipends will be provided to participants, how stipends are documented, and how participant stipend amounts are reduced due to low attendance or performance.

It is important and required to provide all participants with both the stipend policy and procedure during orientation to ensure they understand how their stipend will be earned and disbursed to them.

Page 2 of this document provides a sample procedure is provided for a fictional grantee – ABC Organization. This sample provides all the essential information that participants must know about their stipend payments.

Page 3 of this document provides an example of how this procedure would be applied.

Page 4 of this document provides the same procedure with the fictional grantee’s information removed. Grantees can use this template by entering their program’s information into the highlighted fields or by using this template as a basis for a custom stipend procedure.

*This sample and template were developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantee.*

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**ABC Organization Performance-based Stipend Procedure**

For the Illinois Works Pre-apprenticeship Program at ABC Organization participants are expected to attend three (3) days per week for five (5) hours each day. This curriculum will last 11 weeks. This program contains 10 training modules that last for a total of 169 training hours.

Stipends are performance-based meaning that both attendance and training performance are taken into consideration when disbursing a stipend payment. Attendance is based on rosters that are strictly recorded per training day. Training performance is recorded based on post-assessments that are required at the end of each training module.

Stipend amounts are based on a $13 per instructional hour rate. Each training day participants can earn up to $65 ($13/training hour) per training day, $195 per training week, and $2,197 total. However, this amount if reduced based on missing instruction or failing post-assessments.

**Attendance**

It is the expectation that participants are in attendance for every training day. If participants cannot attend due to illness or unforeseen circumstances hours can be made up on an alternate date. However, if a training hour is missed and not made up on an alternate date the participant’s stipend will be reduced by the per hour stipend rate for each hour that is missed.

For example, if a participant missed 2.5 hours and does not make those hours up, their stipend would be reduced by $32.50. ($13 per hour x 2.5 hours = $32.50)

**Post-Assessments**

It is the expectation that participants pass a post-assessment for each training module. To pass a post-assessment participants must receive a 70% or above. If a participant fails the post-assessment, their stipend will be reduced by $15 for that training day.

For example, a participant attended the full day of courses earning $65 for that training day, however they scored 30% on their post-assessment. This means for that training day they will only earn $50 for that training day.

**Payment Information**

Stipends will be paid every two (2) weeks to participants via direct deposit. ABC Organization will work with the instructors to review rosters and post-assessment scores to determine the stipend amount to be paid out. Participants will receive a stipend payment report that will outline the stipend amount and any adjustments that were factored into the payment.

**Stipend Procedure Example**

**Organization:** ABC Organization **Student Name:** Jane Doe **Stipend Pay Period:** 1/9/2023 -1/20/2023
**Stipend Rate:** $13 per instructional hour
**Post-assessment adjustment:** $15 subtracted from Attendance Stipend Amount

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instruction Date** | **Instructional Hours Attended** | **Attendance Stipend Amount** | **Post- Assessment (Pass/Fail)** | **Post- Assessment Adjustment** | **Stipend Payment**  |
| **1/9/2023** | 5 | $65 | n/a | **$0** | $65 |
| **1/11/2023** | 5 | $65 | n/a | **$0** | $65 |
| **1/13/2023** | 5 | $65 | Pass | **$0** | $65 |
| **1/16/2023** | 3 | $39 | n/a | **$0** | $39 |
| **1/18/2023** | 4 | $52 | n/a | **$0** | $52 |
| **1/20/2023** | 5 | $65 | Fail | **($15)** | $50 |
|  | **Total** | $336 |

Jane had the opportunity to earn $390 during this stipend pay period if she had attended the full 30 hours of instruction and passed both post-assessments.

However, because she missed hours on 1/16 and 1/18, she was not paid the full amount for attendance for those days. Then on 1/20 she failed her post-assessment which reduced her stipend payment by $15.

If Jane makes up the three (3) hours she missed on 1/16 and 1/18, ABC Organization will add the stipend associated with those hours to her final stipend payment. Making up all three hours would result in an additional $39 on her final stipend payment.

She will be expected to make up the post-assessment, however even if she passes she will not be able to earn back the $15 post-assessment adjustment.

**[INSERT GRANTEE LOGO]**

**[GRANTEE NAME] Performance-based Stipend Procedure**

For the Illinois Works Pre-apprenticeship Program at [GRANTEE NAME] participants are expected to attend [# OF TRAINING DAYS PER WEEK] days per week for [# OF TRAINING HOURS PER TRAINING DAY] hours each day. This curriculum will last [TOTAL # OF PROGRAM WEEKS] weeks. This program contains [TOTAL # OF TRAINING MODULES] training modules that last for a total of [TOTAL # OF TRAINING HOURS] training hours.

Stipends are performance-based meaning that both attendance and training performance are taken into consideration when disbursing a stipend payment. Attendance is based on rosters that are strictly recorded per training day. Training performance is recorded based on post-assessments that are required at the end of each training module.

Stipend amounts are based on a $[STIPEND AMOUNT] per instructional hour rate. Each training day participants can earn up to $[PER DAY STIPEND AMOUNT TOTAL] ($[STIPEND AMOUNT]/training hour) per training day, $[STIPEND AMOUNT PER WEEK] per training week, and $[TOTAL STIPEND AMOUNT] total. However, this amount if reduced based on missing instruction or failing post-assessments.

**Attendance**

It is the expectation that participants are in attendance for every training day. If participants cannot attend due to illness or unforeseen circumstances hours can be made up on an alternate date. However, if a training hour is missed and not made up on an alternate date the participant’s stipend will be reduced by the per hour stipend rate for each hour that is missed.

For example, if a participant missed 2.5 hours and does 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**

It is the expectation that participants pass a post-assessment for each training module. To pass a post-assessment participants must receive a 70% or above. If a participant fails the post-assessment, their stipend will be reduced by $[AMOUNT STIPEND WILL BE REDUCED FOR FAILING POST ASSESSMENT] for that training day.

For example, a participant attended the full day of courses earning $[PER DAY STIPEND AMOUNT] for that training day, however they scored 30% on their post-assessment. This means for that training day they will only earn $[PER STIPEND AMOUNT MINUS AMOUNT STIPEND WILL BE REDUCED FOR FAILING POST ASSESSMENT] for that training day.

**Payment Information**

Stipends will be paid every [STIPEND FREQUENCY] to participants via [STIPEND PAYMENT METHOD (Direct Deposit, check etc.)]. [GRANTEE NAME] will work with the instructors to review rosters and post-assessment scores to determine the stipend amount to be paid out. Participants will receive a stipend payment report that will outline the stipend amount and any adjustments that were factored into the payment.