CHICAGO COOK WORKFORCE PARTNERSHIP
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Climate & Equitable Jobs Act (CEJA) Barrier Reduction Fund Policy No. 2024 PL 02

To: CEJA Workforce Hubs and CEJA Program Providers

From:

DocuSigned by:
George Wright
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George Wright, CEO
Chicago Cook Workforce Partnership

Subject: CEJA Stipend Policy

Date: August 22, 2024

Background:
The CEJA Workforce Programs seek to reduce economic barriers that make it difficult to participate in training by providing stipend payments for participants.

A stipend is a fixed, regular small payment made to participants. Stipends are based on attendance during all training activities associated with this program. **The stipend is not a wage**; it is intended to cover incidental costs incurred while attending the bridge training program.

Stipends are paid based on actual hours of attendance. Participants' attendance will be tracked to determine stipend payments. Stipends are set at $13 per training hour and given to all participants, regardless of need. These payments are made every 1-2 weeks based on the number of instruction hours attended during the previous week(s).

Participants are not paid for hours they do not attend, but they may receive payment for make-up sessions.

This policy can be shared with participants.

Structure/Administration:
Delegate Agencies will be awarded an advance of 15% of the Award. Agencies are responsible for documenting all transactions including participant attendance sheets (including dates of attendance), payroll and customer signatures. All stipend services need to be documented in the CEJA tracking system. Agencies will be responsible for submitting timely vouchers to The Partnership on the 15th of each month. The Partnership has the discretion to evaluate expenses and reject those that were incurred outside the bridge training program, are not eligible expenses, or are not connected to the execution of the program. Additionally, failure to provide the requisite expense documentation each month may inhibit the partner agency from receiving reimbursement or may delay reimbursement.