



ARPA Stipend Policy

Policy Number: 2240

Effective Date: 4/1/2024

A. BACKGROUND

This policy is in place to allow the ARPA Data Analytics program to provide monthly stipends to program participants.

B. POLICY

1. Anyone at or below 300% of federal poverty and enrolled in the ARPA Data Analytics training program is eligible to receive stipends.
2. Case Managers must provide information about the monthly stipend payments to all eligible program participants.
3. All participants must complete W9 in anticipation of receiving stipends.
4. Case Managers must use a benefits tool to understand how benefits will be impacted by the stipend payments for all interested program participants and explain the effects of receiving the extra stipend on their benefits.
5. Stipends are not to exceed \$500 per month, dependent on funding availability, to help them complete the Data Analytics program. These may be paid at intervals determined appropriate by WFS to simplify the process.
6. Provider agencies must safeguard cash and other similar items (e.g., gift cards) with internal controls.
7. All stipends must be compliant with this local policy, and 2 CFR part 200 (e.g., federal funds must not be spent on entertainment costs, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment).
8. Providers must also internally maintain appropriate and identifiable expenditure records of stipend payments for the purposes of local, state, and federal monitoring/audits.

C. DOCUMENTATION FOR STIPENDS

1. Completed W9 form (only with the first stipend)
2. Case note documenting each stipend, and the amount received
3. Documentation such as paystubs, public benefits records, or self-attestation proving that each individual is below 300% of federal poverty.

Service Providers must obtain documentation prior to dispensing the stipend to the ARPA Data Analytics participant.

D. REFERENCES

- OMB Uniform Guidance, 2 CFR 200.456 – Participant Support Costs
- OMB Uniform Guidance, 2 CFR 200.75 – Participant Support Costs



- OMB Uniform Guidance, 2 CFR 200.407(t) – Prior Written Approval
- Title 31 CFR Part 35 – Pandemic Relief Programs