



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

**Camden County Workforce Development Board (CCWDB)
Summer Youth Work Experience Program (SYWEP)
Stipend Policy**

1. Purpose

The purpose of this policy is to establish standardized, compliant, and auditable procedures for compensating youth participants enrolled in the New Jersey Department of Labor and Workforce Development (NJLWD) Office of Youth Programs' Summer Youth Work Experience Program (SYWEP). This policy applies specifically to SYWEP activities funded through the Workforce Development Partnership Fund (WDPF) and WorkFirst New Jersey (WFNJ) funding streams and is intended to ensure consistency with NJLWD program guidance, Uniform Guidance (2 CFR Part 200), Camden County WDB Fiscal policies and Camden County Fiscal Agent requirements.

2. Scope

This policy applies to:

- All youth participants enrolled in the NJLWD Office of Youth Programs Summer Youth Work Experience program sponsored by the CCWDB
- Approved work experience host sites
- CCWDB staff responsible for program, stipend and fiscal oversight
- Youth service providers and program operators
- The County Fiscal Agent responsible for receipt of funds and reimbursement of funds to the CCWDB

This policy does **not** apply to WIOA Title I Youth-funded work experience unless explicitly adopted for that purpose by the Local WDB.

3. Regulatory and Program Authority

This policy is governed by:

- NJLWD Office of Youth Programs SYWEP guidance and grant agreements
- Workforce Development Partnership Fund (WDPF) requirements
- WorkFirst New Jersey (WFNJ) requirements, where applicable
- 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements)

- Applicable CCWDB fiscal policies
- Applicable County fiscal procurement policies

4. Definitions

- **Summer Youth Work Experience Program (SYWEP):** A structured, time-limited work-based learning activity funded by NJLWD Office of Youth Programs (*Workforce Development Partnership Fund (WDPF) and WorkFirst New Jersey (WFNJ) funding streams*) that provides youth with exposure to the workplace, employability skills development, and career awareness.
- **Work Experience:** A planned and supervised learning experience at an approved host site designed as a training activity rather than permanent employment.
- **Stipend:** A payment provided to SYWEP participants when permitted by the funding source and approved by NJLWD Office of Youth Programs and the CCWDB. Stipends are for the completion of their scheduled work-learn site activities and participation in the work readiness sessions.
- **Host Site:** A public, private, or nonprofit organization approved to provide supervised work experience placements.

5. Program Design and Participation Requirements

- SYWEP placements must be approved in advance by program staff.
- Participants must complete all required eligibility, enrollment, and orientation activities prior to beginning work experience.
- Compensation type (stipend), rate, and maximum hours must be established prior to placement and communicated in writing to participants.

6. Compensation Structure (Stipend)

- Stipends may be used when explicitly permitted by NJLWD program guidance and approved by the CCWDB.
- “The provision of a stipend, standing alone, does not determine whether an employer–employee relationship exists. Any such determination will be based on the totality of the facts and circumstances under applicable New Jersey and federal law.”
- Stipends may be considered taxable income and will be reported as 1099 income in accordance with IRS requirements. Workers’ Compensation Insurance coverage will be provided by the CCWDB to SYWEP participants.



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7. Stipend Rate and Maximum Hours

The stipend amount and maximum allowable hours shall be established for each Program Year (PY) based on the NJLWD award amount, funding source, and Local WDB approval.

Table with 5 columns: Program Year, Funding Source (WDPF / Approved WFNJ), Maximum Amount, Maximum Hours, Annual Amount. Includes a row for PY with blank lines for input.

- Amounts are specific to the year awarded and may not be exceeded.
• Any changes require written approval from NJDOLWD and the Local WDB.

8. Eligibility for Payment

To receive a stipend, participants must:

- Meet SYWEP eligibility criteria as defined by the CCWDB
• Be officially enrolled and active in the program
• Complete all required fiscal and participation documentation
• Maintain satisfactory attendance, performance, and conduct

9. Attendance and Timekeeping

- Participants must accurately record classroom and host worksite hours using the timekeeping method approved by the CCWDB.
• Time records must be verified and signed by the host site supervisor.
• Incomplete, late, or unverified time records may result in delayed or denied payment.
• Participants shall not be compensated for absences or activities outside approved work schedules.

10. Payment Schedule and Method

- Payments shall be issued on a semi-monthly basis, consistent with CCWDB payment schedules.
• Payment methods will be direct deposit only.
• Participants must complete all required tax and payment authorization forms prior to receiving payment.

11. Allowable and Non-Allowable Costs

Allowable Costs:

- Approved stipends for SYWEP participation
- Approved supportive services assistance

Non-Allowable Costs:

- Payments for undocumented or unapproved hours
- Payments made after program exit
- Bonuses, incentives, or fringe benefits not approved by NJLWD or CCWDB.

12. Overpayments and Adjustments

- Any identified overpayments shall be documented and corrected promptly.
- Participants will be required to repay overpaid amounts in accordance with CCWDB policy
- Adjustments must be reviewed and approved by authorized program or CCWDB staff.

13. Monitoring and Oversight

- The Local WDB will monitor SYWEP compensation and program activities to ensure compliance with NJLWD guidance, funding source requirements, and CCWDB policies.
- All documentation shall be retained in accordance with record retention requirements and made available for NJLWD monitoring or audit.

14. Grievance and Appeals

Participants may appeal compensation-related decisions by contacting the CCWDB, consistent with NJLWD program requirements.

15. Policy Review and Updates

This policy shall be reviewed annually and updated as necessary to reflect changes in NJLWD guidance, funding streams, or CCWDB requirements.



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Approved By: Camden County Workforce Development Board of Trustees Executives by Electronic Vote on Friday January 29, 2026.

Resolution: 2026.2

Board of Trustees Chair: Carl A. Donato

Executive Director: Jeffrey S. Swartz