

SPRING 2020 TEEN APPRENTICE STIPEND BASICS

FOR INSTRUCTORS AND LIAISONS

Stipend Eligibility Requirements

For a teen to receive a stipend, they must:

1. Clear IRS and address verification.
 - a. IRS Verifications will be processed every Thursday
2. Turn in a signed ASM Program Acknowledgement, Consent and Release Form
3. Be present in program by “A Teen Must Begin By” date. See “A Teen Must Begin By” column below.
4. Attendance Policy: A teen can miss no more than 4 days for the entire program time

STIPEND AMOUNTS

Program Model	Period 1 Stipend	Period 2 Stipend	Period 3 Stipend
pre-apprenticeship	\$91	\$92	\$92
apprenticeship	\$108	\$108	\$109
advanced apprenticeship	\$141	\$142	\$142

STIPEND SCHEDULE

Period	Period Dates	A Teen Must Begin By	Deadline to Enter SSN#/ITIN/Forms	Deadline to Enter Attendance in Cityspan	Check Delivery Date	Stipend Date
Feb P1	Start-Mar. 1	Sun. Mar. 1	Wed. Feb 26	Sun. March 1	Wed. March 4	Thurs. March 5
Feb P2	Mar. 2-Mar. 29	Sun. Mar. 29	Wed. Mar 25	Sun. March 29	Wed. April 1	Thurs. April 2
Feb P3	Mar. 30 - End	Sun. Mar. 29	Wed. Apr 29	Sun. May 3	Wed. May 6	Thurs. May 7
March P1	Start- Mar. 29	Sun. Mar. 29	Wed. Mar 25	Sun. March 29	Wed. April 1	Thurs. April 2
March P2	Mar. 30-May 10	Sun. May 10	Wed. May 6	Sun. May 10	Wed. May 13	Thurs. May 14
March P3	May 11-End	Sun. May 10	Wed. May 27	Sun. May 31	Wed. June 3	Thurs. June 4
Final	Corrections	Sun. May 10	Wed. June 3	Sun. June 7	Wed. June 10	Thurs. June 11

Legend:

	Regular Start Programs (Begin approx. Feb. 11th)
	March-Start Programs (Begin approx. March 9th)

Look at “Stipend Tips” and “Top 10 Ways to Get Teens Paid On Time” in Cityspan for more tips and tricks!
 Teen Stipend Hotline – 312-768-5199; Teen Stipend E-mail – teenstipends@afterschoolmatters.org

SPRING 2020 TEEN INTERN/ASSISTANT PAY BASICS

FOR INSTRUCTORS AND LIAISONS

Intern Eligibility Requirements

For a teen intern to get paid, they must:

1. Clear IRS and address verification
 - a. IRS Verification will be processed every Thursday
2. Turn in a signed ASM Program Acknowledgement, Consent and Release Form.
3. Turn in filled out W-4, I-9 and I-9 Documents. See page 9 of I-9 for appropriate documents. NOTE: Site Supervisor/Liaison must make and store copies of I-9 documents. Site Supervisor/Liaisons should also fill out "The Employer" section of I9's.

TEEN INTERN PAY SCHEDULE

Period	Period Dates	Deadline to Enter SSN#/Forms	Deadline to Enter Attendance in Cityspan	Check Delivery Date	Pay Date
1	Jan. 12 - Jan. 25	Wed. Jan. 22	Sun. Jan. 26	Wed. Jan. 29	Thurs. Jan. 30
2	Jan. 26 – Feb. 8	Wed. Feb. 5	Sun. Feb. 9	Wed. Feb. 12	Thurs. Feb. 13
3	Feb. 9 - Feb. 22	Wed. Feb. 19	Sun. Feb. 23	Wed. Feb. 26	Thurs. Feb. 27
4	Feb. 23 - Mar. 7	Wed. Mar. 4	Sun. Mar. 8	Wed. Mar. 11	Thurs. Mar. 12
5	Mar. 8 - Mar. 21	Wed. Mar. 18	Sun. Mar. 22	Wed. Mar. 25	Thurs. Mar. 26
6	Mar. 22 - Apr. 4	Wed. Apr. 1	Sun. Apr. 5	Wed. Apr. 8	Thurs. Apr. 9
7	Apr. 5 - Apr. 18	Wed. Apr. 15	Sun. Apr. 19	Wed. Apr. 22	Thurs. Apr. 23
8	Apr. 19 - May 2	Wed. Apr. 29	Sun. May 3	Wed. May 6	Thurs. May 7
9	May 3 - May 16	Wed. May 13	Sun. May 17	Wed. May 20	Thurs. May 21
10	May 17 - May 30	Wed. May 27	Sun. May 31	Wed. June 3	Thurs. June 4
Make Up	May 31 - June 13	Wed. June 10	Sun. June 14	Wed. June 17	Thurs. June 18