



NEVADA VOLUNTEERS LIVING ALLOWANCE DISTRIBUTION POLICY (revised 6.21)

Overview

This document is intended to outline the rules and federal requirements of distributing living allowances for AmeriCorps programs.

Distribution Guidelines

POLICY STATEMENTS:

- Living Allowance is not a wage. It is designed to help members meet the necessary living expenses incurred while participating in the AmeriCorps program.
- Sub-grantees must not pay a living allowance on an hourly basis. It should not fluctuate based on the number of hours members serve in each pay period.
- Sub-grantees should pay the living allowance at regular intervals and in regular increments such as weekly, bi-weekly or monthly.
- Living allowances must be distributed in equal amounts over the term of service regardless of time served or absences unless specified in the member service agreement.
- Living allowance distribution schedule can be determined by the program if the above requirement is fulfilled.
- Living allowance distributions may be held if a member does not submit their timesheet documenting hours served, does not serve the minimum number of hours in a distribution period as stated in the member service agreement, or for other reasons as detailed in the member service agreement.
- Living allowance distributions should include deductions for federal tax as well as FICA.
- A member who completes his or her service early or starts service late should receive whatever portion of the living allowance that would be provided for that period of participation under the program's living allowance distribution policy.
 - For example: The program is designed to run 11 months and the living allowance is paid monthly. A member who starts at the beginning of the second month will receive 10/11ths of the total living allowance, unless the member serves a month longer than the members who started in the first month of the program.
- If a member does not serve the full term of service as designed, the member will not receive the full minimum living allowance.
- Sub-grantees may not provide a lump sum payment at the end of a term or give a member who starts late a larger living allowance distribution at the beginning of the term to catch up for what they missed.

- Programs may not provide a lump sum payment to a participant who completes the originally agreed-upon term of service in a shorter period of time.
- Living allowance payments may only be made to a participant during the participant's term of service and must cease when the participant concludes the term of service.
- Members may not receive a living allowance or other benefits during a period of suspension.

PRO-RATING LIVING ALLOWANCE FOR A PAY PERIOD:

If a member either starts later in the pay period or exits early in a pay period, his or her living allowance may be pro-rated based on his or her start or end date. However, this is not required and each program may establish a different written pro-rating policy provided it is reasonable, documented and followed consistently.

- For example: If a sub-grantee pays members monthly, it may set a policy that if a member comes on board within the first two weeks of the month, they would still receive the full living allowance for the month. But if they start their service later than that, they could pro-rate the amount based on the number of days in the month that they serve. The same would hold true for the end of service.

INCENTIVES AND LEADERSHIP STIPENDS:

Cash Performance-Based Incentives for Members

Programs are allowed to provide cash performance-based incentives to members, as long as it is an option for all members in a program. Any offering of cash incentives to a certain segment of members in a program must be approved in advance by Nevada Volunteers. Also, the sum of a member's living allowance and any cash incentives received may not exceed the maximum allowable living allowance for the particular member type.

Increased Stipends for Members with Additional Leadership Responsibilities

Programs are allowed to provide leadership stipends for certain members placed in additional leadership roles, subject to the following conditions:

- The leader member positions are a strategic addition to the program design and are necessary or provide enhancement to the work proposed
- The leader members have a different service position description than the other members. The service position description describes the leadership duties.
- The program design drives the number of leader positions that will exist and be filled, rather than the number of individuals who are qualified.

Although these positions are in a leadership role, the members may not engage in any activities prohibited of AmeriCorps members. These include:

- Supervising other AmeriCorps members
- Performing non-direct service duties related to management and operations of the AmeriCorps program (e.g. completing reports for Nevada Volunteers, entering timesheet data for all members into a database, tracking performance measure data for the program as a whole)
- Performing other work for the organization that is unrelated to the service activities in the approved grant application