

CAMPUS CORPS LIVING ALLOWANCE PAYMENT GUIDANCE

The following selected AmeriCorps provisions have informed the need to immediately address the terms of service that individual members may serve with the Campus Corps program, as well as the method by which Campus Corps members' living allowance stipend payments are disbursed.

All members must be paid a consistent, defined, bi-weekly living allowance amount, based upon the term of service option chosen by the member at the start of the service term. (See page 3 for term options and living allowance bi-weekly amounts.) The living allowance CANNOT be paid on an hourly basis, per AmeriCorps regulations. It should be treated as a salary and NOT as an hourly wage. Campus Corps is a federally-sponsored program and all participating campuses must abide by the federally-mandated AmeriCorps provisions regarding living allowance distribution.

A complete, searchable version of the AmeriCorps provisions may be found at: http://www.americorps.gov/pdf/2009_ameriCorps_provisions.pdf

Please note: the living allowance MAY be paid monthly, rather than bi-weekly, if that better fits your campus's payroll system.

Selected AmeriCorps Provisions

IV. E. TERMS OF SERVICE

- I. **Program Requirements.** Each Program must, at the start of the term of service, establish the guidelines and definitions for the successful completion of the Program year, ensuring that these Program requirements meet the Corporation's service hour requirements as defined below:
 - a. **Full-Time Members.** Members must serve at least 1700 hours during a period of not less than nine months and not more than one year.
 - b. **Half-Time Members.** Half-time members must serve at least 900 hours during a period of one or two years as indicated in the approved budget.
 - c. **Reduced Half-Time Members.** Reduced half-time members must serve at least 675 hours over a time not to exceed one year.
 - d. **Quarter-Time Members.** Quarter-time members must serve at least 450 hours over a time not to exceed one year.
 - e. **Minimum Time Members.** Minimum time members must serve at least 300 hours over a time not to exceed one year.

IV. I. LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS, AND TAXES

Requirements related to member living allowances and benefits are in 45 CFR §§2522.240 and 2522.250. In addition, the following apply:

- I. **Living Allowance Distribution.** A living allowance is not a wage. Programs must not pay a living allowance on an hourly basis. Programs should pay the living allowance in regular increments, such as weekly or bi-weekly, paying an increased increment only on the basis of increased living expenses such as food, housing, or transportation. Payments should not fluctuate based on the number of hours served in a particular time period, and must cease when a member concludes a term of service.

If a member serves 1700 hours but is permitted to conclude a term of service before the originally agreed upon date, the program may not provide a “lump sum” payment to the member. Similarly, if a member enrolls after the program’s start date, the program must provide regular living allowance payments from the member’s start date and may not increase the member’s living allowance incremental payment or provide a lump sum to “make up” any missed payments.

3. Taxes and Insurance.

- a. **Liability Insurance.** The grantee must have adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.
 - b. **FICA (Social Security and Medicare taxes).** Unless the grantee obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps members from FICA requirements, the grantee must pay FICA for any member receiving a living allowance. The grantee also must withhold 7.65% from the member’s living allowance.
 - c. **Income Taxes.** The grantee must withhold Federal personal income taxes from member living allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The grantee must comply with any applicable state or local tax requirements.
 - d. **Unemployment Insurance.** The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists. The grantee may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting their State Commission, legal counsel or the applicable state agency. AmeriCorps*National and AmeriCorps*Tribes and Territories grantees must coordinate with their State Commissions to determine a consistent state treatment of unemployment insurance requirements.
4. **Worker’s Compensation.** Worker’s Compensation is an allowable cost to the grant. The grantee is responsible for determining whether state law requires the provision of worker’s compensation for members. If a program is not required by state law to provide worker’s compensation, the Program must obtain Occupational Accidental Death and Dismemberment insurance coverage for members to cover in-service injury or incidents.
9. **Federal Work Study.** Upon approval by the Corporation’s Program Office, grantees may enroll Federal Work Study students as AmeriCorps members. Only individuals who enroll in an AmeriCorps position in a program that has been approved by the Corporation are eligible to receive AmeriCorps member benefits. Except as required by Federal Work Study regulations, AmeriCorps members may not be paid on an hourly basis. The Corporation does not consider a wage under the Federal Work Study program to be a living allowance for purposes of the National and Community Service Act. The grantee is not required to report such wages in the AmeriCorps grant. If you have members to whom you pay a living allowance for any service beyond the hours worked under the Federal Work Study Program, then at least 15% of the amount of the living allowance must be provided from non-Federal sources.

Campus Corps Term Options and Stipend Amounts (2009/2010 Program Year)

■ Option #1: Program Year Term

- 46 week term (enrolling August 15 to September 1)
- Team Leaders: 37-40 hours weekly, including breaks. 1700 service hours, minimum
- Team Leaders: \$495.65 biweekly living allowance (non-negotiable, per AmeriCorps provisions), disbursed over 46 weeks (23 biweekly or 10.5 monthly checks)
- Requirement for full-time Team Leader positions
- Other members: 10-15 hours weekly, including breaks. 450 service hours, minimum
- Other members: \$131.22 biweekly living allowance (non-negotiable, per AmeriCorps provisions), disbursed over 46 weeks (23 biweekly or 10.5 monthly checks)

■ Option #2: Academic Year Term

- 30 week term (enrolling September 1 to November 1)
- 15-18 hours weekly, including breaks. 450 service hours, minimum (per program year for 900-hour members)
- \$201.10 biweekly living allowance (non-negotiable, per AmeriCorps provisions), disbursed over 30 weeks (15 biweekly or 7.5 monthly checks)

■ Option #3: Mid-Year Term

- 20 week term (enrolling November 1 to February 1)
- 24-26 hours weekly, including breaks. 450 service hours, minimum
- \$301.80 biweekly living allowance (non-negotiable, per AmeriCorps provisions), disbursed over 20 weeks (10 biweekly or 5 monthly checks)

■ Option #4: Summer Term

- 12 week term (enrolling May 1 to June 1)
- 38-40 hours weekly. 450 service hours, minimum
- \$503.00 biweekly living allowance (non-negotiable, per AmeriCorps provisions), disbursed over 12 weeks (6 biweekly or 3 monthly checks)