

Internship Reimbursement

2024-2025

Purpose: To allow member entities to provide internships that offer real-world experiences, bolster recruitment efforts, and strengthen community workforce sustainability.

Internship reimbursement funds are on a first-come, first-served basis as funding permits. The program allows for the financial support of \$15 an hour, up to 640 hours, for the duration of the internship. Sourcewell will only provide reimbursement for actual hours worked. Sourcewell will not provide reimbursement for Earned Sick and Safe Time (ESST), Paid Time Off (PTO), sick leave, or professional development hours. Internships cannot exceed two semesters (32 weeks) for students currently enrolled in a post-secondary institution or cannot exceed one semester (16 weeks) for recent graduates of a post-secondary institution.

Eligibility requirements

The applicant entity must:

- Be a Sourcewell participating entity. Register at sourcewell-mn.gov/register
- Be a local unit of government, Leech Lake Band of Ojibwe, public safety entity, or a 501(c)(3) nonprofit that is located in or provides services in the Minnesota counties of Cass, Crow Wing, Morrison, Todd, or Wadena (Region 5).
- Hire the intern as an employee through its hiring process. The entity is responsible for all applicable employer issues including but not limited to taxes, worker compensation, Fair Labor Standards Act (FLSA), paid and unpaid leave, etc.
- Have at least one paid full-time employee or an equivalent of one paid full-time employee to ensure quality and continuity of the placement. For example, an organization with a 75% full-time equivalent director and a 25% full-time equivalent office manager would be eligible.
- Review for and avoid any conflicts of interest.

Program guidelines

The entity:

- Must provide a career based and professional internship experience.
- May not exceed more than one internship per career discipline per entity per semester. Semesters include fall, spring, and summer.
- Must fully execute (signed and accepted by Sourcewell) the Internship Reimbursement Agreement before reimbursement of internship hours can begin.
- Must submit reimbursement requests within four weeks of the end of the internship. The reimbursement request form must be filled out and be accompanied by copies of the intern's payroll documentation.

The intern:

- Must be a high school graduate and either; be registered with a post-secondary institution (minimum of part-time) or; be a graduate of a post-secondary institution and begin the internship within two weeks of their graduation date.
- Is limited to two internship placements.

Ineligible activities:

- Political or religious activities
- Discriminatory or illegal activities