

Use of Additional Stipends for Existing Employees for Certified Wellness Coach Employer Support (CWCES) Grantees

April 2026

Purpose

To support continuity of services and maximize the use of awarded funds, HCAI is providing limited, case-by-case flexibility for grantees to extend stipend support for existing employees.

When This May Apply

Grantees may consider this option if they are experiencing:

- Ongoing vacancies despite reasonable recruitment efforts, and/or
- Delays in implementing the CYBHI Fee Schedule funding model that prevent them from billing for services

What Grantees Should Be Prepared to Show

Grantees requesting this flexibility should maintain documentation that demonstrates:

A. Efforts to Hire (if applicable)

- Job postings, outreach efforts, or recruitment activities
- Evidence of limited or unsuccessful applicant pools

B. Progress Toward Reimbursement within the CYBHI Fee Schedule Program

- Steps taken to enroll, contract, or become credentialed
- Efforts to establish billing systems or workflows

C. Barriers or Delays

- Specific issues preventing billing (e.g., approval timelines, system readiness, external dependencies)

D. Retention Need

- Explanation of why continued funding is needed to retain staff and maintain services

How Funds May Be Used

- To extend the duration of stipend support for an existing Certified Wellness Coach employee in an approved role
- Within the original scope of work and role type

Limitations

- Total funding per individual should remain within the maximum allowable stipend amount per role type
- This flexibility is time-limited and tied to the grant period
- Funds may not replace or offset existing, non-grant-funded positions

Ongoing Expectations

Grantees utilizing this flexibility are expected to:

- Continue making progress toward billing under the CYBHI Fee Schedule Program
- Transition away from grant reliance as soon as feasible
- Maintain documentation in case of monitoring or review