



How to Pay Congressional Interns in the House of Representatives

Guide developed by TourTrackr and the Modernization Staff Association
with the assistance of POPVOX LegiDash



67.5% of House offices that responded to a February 2021 poll [are paying their interns](#)

About the House Paid Internship Fund

The House established its Paid Internship Program in 2019.

- ✦ **How much?** Each office gets \$25,000 per year to pay interns. This money can only be spent on paying interns. **Use it!**
- ✦ **DC or district?** Member offices can pay DC and district interns. This includes paying for [remote \(telework\) interns](#) during COVID too!
- ✦ **Access to equipment and House network?** Interns can be issued office equipment (such as laptops or phones) and access the House network as long as they are paid any amount — from either the intern fund or the MRA.
- ✦ **How about transportation?** Interns can be eligible for transportation benefits if they are paid at least \$100 a month — from either the intern fund or the MRA.

Checking the Paperwork Boxes

1. Gather required documents (as with any new employee)

- ☐ **House employment eligibility verification docs**
U.S. Citizens: US passport (unexpired/color copy) or birth certificate with official seal or photocopy of naturalization certificate/certificate of citizenship
Non-U.S. Citizens: Consult General Counsel (202-225-9700) to determine employment eligibility and documentation requirements
- ☐ **Complete Department of Homeland Security E-Verify Process**
Any List A or combination of a List B and C document from USCIS Form I-9 options
- ☐ **Direct Deposit is Mandatory at the House of Representatives**
Provide Voided Check or ACH print out from online banking institution for mandatory direct deposit of pay

2. Fill out employment documents (all included in [New Employee On-Boarding Packet](#) except the PAF)

- ☐ [House Paid Internship Program PAF](#) (Payroll Authorization Form)
- ☐ Form I-9
- ☐ House Employment Eligibility Verification Documents (U.S. Citizen and Non-U.S. Citizen)
- ☐ Substitute W-4
- ☐ Direct Deposit Enrollment form (with voided check or ACH print out)
- ☐ Thrift Savings Plan (TSP-1) Election Form
- ☐ Certificate of Relationship/Non-relationship to Any Current Member of Congress
- ☐ Oath of Office

the good stuff

PAY STRUCTURE OPTIONS



EQUAL STIPEND PER INTERN PER SEMESTER

Example:

- ✦ 3 semesters (Spring, Summer, Fall)
- ✦ 8 interns each semester (between district and DC)
- ✦ \$1,000 per intern

Total money used: **\$24,000 per year**



NEED-BASED PAY

Example:

- ✦ 3 semesters (Spring, Summer, Fall)
- ✦ Allocate ~\$8,300 per semester (from the \$25,000 per year)
- ✦ Set a base pay (perhaps each intern will earn \$300/mo) and evenly divide remainder among those with identified need

EXAMPLE: You hire 3 summer interns (May-Aug), two are need-based. All receive \$300/ month (\$1,200 total) and the interns with financial need divide the remaining \$4,700 (+ the base \$1,200) for a total payment of \$3,550.

Total money used: **\$8,300 per semester**

Need base proof can be confirmed by providing Pell Grant Eligibility or asking applicants to submit an “extenuating circumstance explanation”



HOURLY PAY

Example:

- ✦ Choose an hourly rate (I.e.: \$12/hour): \$25,000/ \$12 = 2083 hours per year
- ✦ Keep track of how many intern hours you can afford per year (I.e. if you have 10 interns per year, each can work up to 208 hours total)
- ✦ Keep track of usage (don’t go over your \$25,000!)

Information sources:

[CHA Paid Internship Program \(House\)](#), [Updated House Paid Internship Program Regulations and Intern Telework Policy](#), [CHA Resolution 116th](#), [CHA Resolution 117th](#)