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

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 a voided check or ACH print out from online banking institution for mandatory direct deposit of pay.
   - Fill out employment documents:
     - 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) Election Form.
     - Certificate of Relationship/Non-relationship to Any Current Member of Congress.
     - Oath of Office.

PAY STRUCTURE OPTIONS

EQUAL STIPEND PER INTERN PER SEMESTER
- Spring (Jan-Mar), Summer (June-Aug), Fall (Sep-Dec)
- Each semester: $25,000 divided by 3 semesters
- $8,333 per semester
- $25,000 per year
- Total money used: $25,000 per year

NEED-BASED PAY
- Spring (Jan-Mar), Summer (June-Aug), Fall (Sep-Dec)
- Allocate ~$8,300 per semester from the $25,000 per year
- Set a base pay (e.g., each intern will earn $300/month) 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 for a total payment of $5,900.
- Total money used: $8,300 per semester

HOURLY PAY
- Choose an hourly rate (e.g., $15/hour): $25,000 / 2083 = $12.13/hour per year
- Keep track of how many 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.