

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 17, 2016	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Health & Human Services APPROVING PARTY: Darden Bynum, Director PHONE NUMBER: (530) 993-6701

AGENDA ITEM: Approval of an Agreement between National Environmental Public Health Internship Program (NEPHIP) and Sierra County Environmental Health (PUBLIC HEALTH)

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
NEPHIP Guidelines

BACKGROUND INFORMATION: This agreement National Environmental Health Science and Protection Accreditation Council (EHAC) through this internship program, students will be exposed to career opportunities, benefits, and challenges of working with environmental public health agencies throughout the U.S. Students who apply must be from National Environmental Health Science and Protection Accreditation Council (EHAC) accredited environmental health academic programs. Selected students will receive a stipend of up to \$6,000 (\$600 per week for a ten-week internship) to cover expenses.

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2016- _____ Agreement 2016- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD _____ DATE _____



Darden Bynum, LCSW
Director

Social Services

P.O. Box 1019
Loyalton, California 96118
202 Front Street
530-993-6720
Fax 530-993-6767

Downieville, California

P.O. Box 38
Downieville, California 95936
22 Maiden Lane
530-289-3711
CPS 530-289-3720
Fax 530-289-3716

Mental Health/Drug/Alcohol

P.O. Box 265
Loyalton, California 96118
704 Mill Street
530-993-6746
Fax 530-993-6759

Health Department

P.O. Box 7
Loyalton, California 96118
202 Front Street
530-993-6700
Fax 530-993-6790

Memorandum

To: Sierra County Board of Supervisors

From: Darden Bynum, LCSW, Director, Health & Human Services

Reference: Agenda items

Date of memo: 5.9.16

Date of Board Meeting: 5.17.16

Regarding: Intern for Environmental Health

Executive summary: This memo accompanies background information that is both a summary of the National Environmental Health Science and Protection Accreditation Council (EHAC) internship program and the personnel file of the successful internship applicant. Given the absence of personnel depth in this vital department, a qualified intern adds overlap coverage for Environmental Health.

Background information: This agreement National Environmental Health Science and Protection Accreditation Council (EHAC) through this internship program, students will be exposed to career opportunities, benefits, and challenges of working with environmental public health agencies throughout the U.S. Students who apply must be from National Environmental Health Science and Protection Accreditation Council (EHAC) accredited environmental health academic programs. Selected students will receive a stipend of up to \$6,000 (\$600 per week for a ten-week internship) to cover expenses.

This intern grant has no current impact on county general fund dollars.

Action requested: H&HS respectfully requests the Board of Supervisors to agree to accept this intern for the Environmental Health Department.



National Environmental Public Health Internship Program (NEPHIP) Agreement Summer, 2016

Please note: This is not a binding contract, but a statement of agreement and understanding.

NEPHIP Internship assignments will be determined by the student, accredited academic programs, and eligible health departments and must be confirmed by all parties (Student, EH Program Internship Coordinator, Health Department and NEHA) in order for students to receive a stipend.

Please provide the requested information and sign below that you have read and understand the requirements. Email this back to me and I will then forward the agreement to the other participants. Once everyone has signed, all participants will be provided with a copy.

Student Information

First Name:

Last Name:

Email:

Personal Email (for communication after internship ends and to follow up with your post-graduation plans):

Mailing address:

(address where you will be residing during your internship and your stipend checks will be mailed to)

City:

State

Zip:

Phone:

Number of credit hours:

Start date:

End date:

Advisor Name:

Advisor Email:

Host Environmental Health Department Mentor Name:

Host Environmental Health Department Mentor Email:

Please read the following information and initial in agreement below each item:

I will provide a report at the conclusion of my internship describing the host health department, internship activities and a description of the project I assisted with or completed. If students are required to provide a report to their academic program, that may be used for this as well.

I certify that I have active health insurance and am capable of performing various environmental health tasks, some of which may be physically challenging.

The student intern is not a NEHA employee or subcontractor, thus NEHA will not submit withholding, income tax, social security or Medicare payments on the student's behalf. Students must complete and submit a W-9 to NEHA before stipend payments can be made. NEHA will submit a 1099 form to the IRS and the recipients of the payments by Jan 31, 2017.

Documentation that student is performing the internship to the satisfaction of the host health department must be completed and signed by mentor and student and submitted to Ellen Cornelius, ecornelius@neha.org before each student payment. A check will be mailed 10 days after receipt. Depending on start date, there will be 3 stipend payments, on or about June 15, July 15 and August 15.

Photo Consent Waiver:

NEHA would like to post photos of you and/or your internship experience on our website and other promotional materials to enhance the visibility of the program for next year. We would greatly appreciate any photos you submit to us taken during your internship experience.

Please check this box if you *DO NOT* want NEHA to post photos of you or your internship experience on our website or other promotional materials.

Student: Please type your name in the box below and check the "I agree" box indicating that you agree to the terms under this agreement:

I Agree

Date:



Host Health Department Information

Host Health Department:

Site address:

City:

State

Zip:

Mailing address (if different than above):

City:

State

Zip:

Mentor name(s):

Phone:

Email:

Internship Information:

Start date:

End date:

Daily Work schedule (e.g. 8am-5pm):

Please read the following information and initial in agreement below each item:

The environmental health program will provide opportunities for interns to experience *multiple* environmental health areas/activities throughout the internship. Examples of programmatic areas include food safety, drinking water, onsite wastewater, vector control, institutional environmental health, and laboratory processes.

The student will be given a project that focuses on solving a current or projected environmental health problem or challenge confronting the health department or agency and/or meeting other university internship requirements

The mentor will confirm that the intern has been actively participating in the internship in order for the intern to receive stipend payments. This will be documented with both the student and mentor signature.

Additional Questions:

Health department provides liability insurance for this internship:

Yes

No

Once the internship is complete the health department would like to see a copy of the student's internship report:

Yes

No

Mentor: Please type your name in the box below and check the "I agree" box indicating that you agree to the terms under this agreement:

I agree

Date:



Academic Program Information

Advisor Name:

Email:

Phone:

Mailing address:

City:

State

Zip:

Please initial that the planned activities and schedule meet academic program internship requirements:

Academic program provides liability insurance for this internship:

Yes

No

Advisor: Please type your name in the box below and check the "I agree" box indicating that you agree to the terms under this agreement:

I agree

Date:

Elizabeth Morgan

From: Ellen Cornelius <ECornelius@neha.org>
Sent: Monday, March 28, 2016 10:55 AM
To: Elizabeth Morgan
Subject: NEPHIP Intern Information
Attachments: Guidance Document NEPHIP.pdf

Good morning Elizabeth,

Please review the attached Guidance Document for NEHA policies on the National Environmental Public Health Internship Program (NEPHIP). Do not hesitate to ask if any clarification is needed on these policies and procedures.

The next steps for you as the health department host to take in the NEPHIP process are:

- Interview your selected intern (optional)
- Coordinate with your intern on start and end dates for the summer internship (must be **at least 8** weeks in length; 10 weeks max)
- If applicable, assist your intern with identifying and/or securing potential housing in your area

You have been matched with student Anna Insy. You can view her application (letter of rec, essays, resume, transcript) and contact information at the link below:

<https://drive.google.com/folderview?id=0B4Mv2RI6Uz0NTDQ1Q09UU2RpeEk&usp=sharing>

I will send you an agreement to sign after you and the intern have agreed upon start and end dates. Please try to coordinate with your intern on the above items within the next couple weeks.

Welcome to the program and I look forward to working with you!

Sincerely,

Ellen Cornelius
Program & Partnership Development
National Environmental Health Association
Work: [303.756.9090 ext 307](tel:303.756.9090)
Cell: [630.363.1044](tel:630.363.1044)

Elizabeth Morgan

From: Ellen Cornelius <ECornelius@neha.org>
Sent: Monday, March 28, 2016 10:56 AM
To: Anna
Cc: Elizabeth Morgan
Subject: RE: NEPHIP Application

Hi Anna,

Elizabeth Morgan from Sierra County Health and Human Services Environmental Health will be in touch with you soon regarding the internship.

Please also be on the lookout for more information on NEPHIP from me via email.

Thank you,

Ellen Cornelius
National Environmental Health Association
Denver, CO
[303.756.9090](tel:303.756.9090) ext 307

----- Original message -----

From: Anna <annainsy@gmail.com>
Date: 3/22/2016 8:41 PM (GMT-06:00)
To: Ellen Cornelius <ECornelius@neha.org>
Subject: Re: NEPHIP Application

Hi Ellen,

I am very pleased to accept this opportunity. I am aware that this is a preliminary acceptance, and I look forward to hearing from Sierra County Health and Human Services Environmental Health in Loyaltan, California should they decide to interview me before the final acceptance.

Thank you,
Anna Insy

—
Anna Insy
Student, Department of Environmental Health
Colorado State University
Fort Collins, CO
ainsy@rams.colostate.edu

On Mar 22, 2016, at 2:39 PM, Ellen Cornelius <ECornelius@neha.org> wrote:

Dear Anna,

Congratulations!

You have been selected for the National Environmental Public Health Internship Program (NEPHIP) for the class of 2016. You have been matched at Sierra County Health and Human Services Environmental Health in Loyalton, California and awarded a stipend of \$6,000 (\$600 per week) to complete an eight to ten week internship this summer.

Please let us know if you accept this opportunity by replying to this email as soon as possible. This email indicates preliminary acceptance; your chosen Health Department may decide to interview you before acceptance is final. Intern placements will only be final once the health department, intern, and NEHA agree.

If you are no longer interested or have accepted summer employment elsewhere, we would like to know that as well. You can simply e-mail back with your decision.

We look forward to hearing from you soon.

Ellen Cornelius
Program and Partnership Development
National Environmental Health Association
Denver, CO
Cell: [630.363.1044](tel:630.363.1044)

National Environmental Public Health Internship Program (NEPHIP)

Guidelines



For Internships during Summer, 2016

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About NEPHIP

NEHA, in collaboration with the [Association of Environmental Health Academic Programs \(AEHAP\)](#), administers the National Environmental Public Health Internship Program (NEPHIP) funded by CDC Environmental Health Services Branch.

The purpose of NEPHIP is to encourage environmental health students to consider careers at local, state, or tribal environmental public health departments following graduation. Through this internship program, students will be exposed to the exciting career opportunities, benefits, and challenges of working with environmental public health agencies throughout the U.S. Students who apply must be from National Environmental Health Science and Protection Accreditation Council (EHAC) accredited environmental health academic programs. Selected students will receive a stipend of up to \$4,000 (\$400 per week for a ten-week internship) to cover expenses. An additional stipend may be available to support costs if the student relocates for the internship.

NEHA's role in NEPHIP is to help build new relationships between accredited environmental health academic programs and local, state, and tribal environmental public health departments.

In this role NEHA:

- Works with internship coordinators at EHAC accredited academic programs to ensure that internships meet academic requirements.
- Coordinates with interested and eligible environmental public health departments to ensure that the student interns' qualifications and professional goals match with opportunities at the health department.

See more at: <http://neha.org/professional-development/students/internship#sthash.4iWWvATf.dpuf>

About NEHA and AEHAP

NEHA currently serves 5,000 members to advance the environmental health and protection professional for the purpose of providing a healthful environment for all. Professionals who earn a Registered Environmental Health Specialist/Registered Sanitarian credential from NEHA are recognized as having achieved an established standard of excellence. These environmental health professionals master a body of knowledge (which is verified by examination), and acquire sufficient experience to satisfactorily perform work responsibilities in the environmental health field.

In addition to maintaining high standards of practice and testing for its credentialing programs, NEHA provides training and resources for continuing education through online courses and an online bookstore; holds an annual education conference; fosters networking and career growth; and publishes the widely-respected peer-reviewed *Journal of Environmental Health*.

See more at: <http://www.neha.org/about-neha#sthash.w2db5kn5.dpuf>

AEHAP was formed in 1999 by leaders within the Centers for Disease Control and Prevention (CDC), members of the National Environmental Health Science and Protection Accreditation Council (EHAC), faculty from EHAC accredited programs and environmental health professionals who were all concerned with a severe national shortage of highly trained environmental health professionals. The group created AEHAP to serve as an administrative and recruitment arm to EHAC and to serve as a major force in increasing the environmental health workforce.

AEHAP promotes and supports EHAC accredited environmental health degree programs in through the following efforts:

- Public education campaigns about the value of environmental health professionals
- Exhibiting
- Extensive online marketing via social networks and websites

See more at <http://www.aehap.org/>

Terms of Agreement

NEHA will provide funding up to \$4,000 (\$400 per week) for up to 30 undergraduate or graduate interns during Summer 2016. NEHIP interns will participate in an 8-10 week internship (or length of time to meet academic program internship requirements) beginning and ending on the date agreed upon by the health department host, student and academic program advisor. Internships should be started on or before June 1, 2016. Internships beginning after that date will require approval from NEHA, the academic program advisor and health department mentor.

Stipend payments are intended to assist with expenses related to the internship such as lodging, food, mileage and incidental expenses. An additional stipend of up to \$2,000 may be available to students who relocate for the internship.

Selection Process

After eligible health departments are identified, a list with information on the location and proposed student project will be posted online at <http://neha.org/professional-development/students/internship/student-eligibility>. Students will select from the list a potential host sites that they must indicate on their application. NEHA and CDC staff will score applications to select highly qualified interns. NEHA staff will make every effort to match selected interns to his or her preferred health department host. NEHA will match one student to one health department. Health departments will have an option to interview the selected intern before arrangements are final. All internships arrangements must meet academic program internship requirements and be approved by the student's college advisor or internship coordinator. NEHA encourages health department mentors to develop written guidelines to meet their department policies.

NEHA's role is to ensure that students and health departments meet NEPHIP requirements and to administer the stipend payments. Arrangements such as work schedule, sick time, number of days to work, leave or vacation days, will be the providence of the academic program and health department.

Steps in the Internship Approval Process

1. Health Department Recruitment

Environmental health departments are recruited by NEHA and partner organizations to apply as an internship host site for 2016. More detailed eligibility and application information is available at <http://neha.org/professional-development/students/internship/health-department-eligibility>.

The primary host requirements are:

- The site must provide opportunities for student interns to experience multiple environmental health programs/activities throughout the internship.
- The site must have the ability to assist the student in identifying and completing a complex project that focuses on solving a current or project environmental health problem or challenge facing the host health department.
- The site must assign a mentor to the intern. This person should be available to assist in mentoring and advising the student intern throughout the internship period.

2. Review health department host applications

Applications will be reviewed by NEHA and the CDC Project Officer to ensure that eligibility requirements are met. A brief description of the approved host site and its planned student project will be posted on the NEHA webpage for student consideration. Depending on the number of health department applications, interns may not be placed at all health departments that apply to NEPHIP.

3. Student Intern Recruitment

NEHA, in partnership with AEHAP, will contact EHAC program coordinators to assist in announcing the NEPHIP opportunity and distribute student applications.

4. Student Intern Preliminary NEPHIP Approval

Student applications will be reviewed by NEHA and the CDC Project Officer to ensure that all required documents are completed and eligibility requirements are met. A panel will score the student applications and provide recommendations on tentative approval.

5. Academic Program Advisor Internship Approval

The academic advisor for each student will be asked for their approval of the host health department. Internship logistics will be determined by the academic advisor, student and health department host to ensure that academic requirements are met.

6. Confirmation of the internship.

NEHA will confirm with the intern, health department, and academic program advisor that the internship meets environmental health academic program requirements. NEHA will not determine specific internship activities or duties.

Housing

Students should be aware that if they relocate, securing housing at their preferred health department location is their sole responsibility. Some health department hosts have indicated they may be able to assist students with housing suggestions.

Academic Program Information

Only students from [National Environmental Health Science and Protection Accreditation Council \(EHAC\)](#) programs are eligible for NEPHIP. A list of EHAC accredited undergraduate and graduate environmental health academic programs is provided below.

- [Accredited Undergraduate Environmental Health Academic Programs](#)
- [Accredited Graduate Environmental Health Academic Programs](#)

Information on becoming accredited is available at: <http://www.ehacoffice.org/>

The goal of the internship program is to build capacity at environmental health departments that may not have been able to fund a student intern previously or do not have existing resources to support a qualified intern. City, county, and tribal health departments serving rural, frontier and underserved communities may be given funding priority.

EHAC program administrators and internship coordinators are asked to distribute information and applications to current sophomore, junior and senior undergraduates or graduate students currently enrolled in their programs. Participation in this valuable internship experience will allow students to gain a firsthand perspective on day-to-day responsibilities of environmental health professionals and make professional connections with those working in the field.

NEHA's role is to help build new relationships between academic programs and state, tribal, and local health departments and ensure that both students and health department hosts meet NEPHIP eligibility requirements. NEHA will work with faculty and internship coordinators at EHAC accredited EH programs to ensure that internships meet academic requirements.

All arrangements for the internship, including start and end dates, work hours or timesheet, sick policy, etc. should be made by the academic program in partnership with the intern and host health department mentor to meet academic guidelines and requirements. In order for the student to receive the stipend through NEHA of up to \$4000 (\$400 per week) to help cover lodging, food, mileage and incidental expenses, the student intern must work for at least eight weeks and will receive a stipend up to ten weeks. Interns can work for the host health department past ten weeks but will not receive a stipend. NEHA must receive signed documentation that internship arrangements have been approved by the academic program, student and host health department. An additional stipend may be available to students who relocate for their internship.

For individual students, academic program administrators or faculty will be asked to:

write a letter of recommendation, if appropriate, to support students' application and coordinate with host health department and student on internship requirements to ensure that academic obligations are met.

Student applicants will be asked to select three preferred host health departments from a list of approved sites. NEHA will match student and host as possible.

Student Information

Student Application and Eligibility Criteria

Sophomore, junior or senior undergraduate and graduate students at EHAC accredited environmental health academic programs are encouraged to apply for one of the environmental health internships at state, local or tribal health departments. This valuable experience will allow students to gain a firsthand perspective on day-to-day responsibilities and make professional connections with those working in the field.

Students will be awarded a stipend of up to \$4000 (\$400 per week) through NEHA to help cover lodging, food, mileage and incidental expenses. An additional stipend (up to \$2,000) may be available to students who relocate for their internship.

A list of EHAC accredited undergraduate and graduate environmental health academic programs is provided below.

- [Accredited Undergraduate Environmental Health Academic Programs](#)
- [Accredited Graduate Environmental Health Academic Programs](#)

In addition to being a current environmental health major in an EHAC accredited environmental health academic program, students applying for an internship through NEPHIP must meet the following criteria:

- Be a current sophomore, junior, senior, or graduate student at the time the application is submitted and have completed at least one full year of academic training with a majority of courses in environmental health focus areas.
- Have an overall minimum grade-point average (GPA) of 2.8 on a scale of 4.0 with a minimum GPA of 3.0 in environmental health coursework.
- Provide an essay answering the following questions (max 350 words for each): 1) Describe your understanding of the purpose and mission of a state, tribal, or local environmental public health program and why you are interested in working for a health department/agency. 2) Describe briefly an environmental health issue or problem you are passionate about solving and explain your solution to fix it.
- Submit a current resume.
- Submit an unofficial transcript.
- Have a letter of recommendation submitted on his/her behalf by an environmental health faculty member of the EHAC accredited college or university.
- Have active health insurance and is capable of performing various environmental health tasks, some of which may be physically challenging.

Note: Application materials will be shared with potential host health departments for selection purposes.

Professional Conduct

Student intern conduct should make the health department want to host other University students in the future. The student should:

- Clearly identify start/end dates and determine your work schedule with your worksite supervisor
- Familiarize yourself with and adhere to organizational arrangements, policies, procedures and functions
- Maintain confidentiality of work-related personnel and projects
- Understand what constitutes a permissible work absence and whom to notify if absent
- Report to your faculty coordinator changes in work schedule, supervision or problems at your site
- Remain drug and alcohol-free, and avoid use of controlled substances

Expectations of Interns

- Act in a professional and ethical manner. For example:
 - dress in an appropriate manner
 - follow through on commitments
 - do not conduct personal business during work hours
 - be prompt when reporting to work and with completing assignments
 - give your work your best effort
- Be positive and supportive
- Keep an open mind; avoid jumping to conclusions; develop informed opinions
- Be observant; note how employees organize their ideas and respond to and ask questions
- Be fair, considerate, honest, trustworthy and cooperative when dealing with co-workers and clients/customers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisor(s), accept suggestions for corrective changes in behavior and attempt to improve your performance
- Accept constructive criticism and continuously strive to improve and to grow professionally
- Enhance your professional effectiveness by improving skills and acquiring new knowledge

Health Insurance

Anyone selected for an internship must have active health insurance and be capable of performing various environmental health tasks, some of which may be physically challenging.

Liability

NEHA is acting solely as an administrator for the stipend and has no responsibility for internship arrangements or academic program requirements. Interns are asked to sign a waiver to confirm their

understanding that the internship is under the guidance of the host health department and academic program.

Non-Compliance with Program Requirements

NEHA reserves the right to terminate stipend payments in response to unacceptable conduct, disciplinary problems, or performance-based actions noted by the intern's academic program advisor or health department mentor. Stipends will be pro-rated through the last day worked by the intern.

In the event the student wishes to voluntarily withdraw from the assignment at any time, he or she must follow academic program guidelines as well as provide 14 days written notice to NEHA.

Midterm Progress and Internship Evaluation

Midterm Progress: NEHA will contact students approximately 30 days after their internships begin to ensure they are receiving a satisfactory experience. However, please contact NEHA at any time if questions or concerns arise.

Internship Evaluation: Students will be asked to evaluate their experience and NEPHIP program at the conclusion of their internship. This information is helpful for making program improvements, determining impact, and demonstrating outcomes.

Certification

A certificate will be awarded by NEHA to the intern at the end of the internship.

Email Communication

All interns must be accessible via e-mail during their assignment. If interns are not accessing student emails on a regular basis during the internship period, a personal email should be provided.

Stipends

NEHA agrees to compensate each approved intern in the form of a stipend of up to \$4,000 (\$400 per week for a ten-week internship). Students relocating for an internship may be eligible for a stipend of up to \$6,000 (\$600 per week for a ten-week internship) to assist with costs related to relocation. In general, relocation is defined as working more than 50 miles away from their home or college address. Specific questions should be addressed to Ellen Cornelius ecornelius@neha.org.

Stipend awards **are not available** to students concurrently participating in another paid internship or work experience.

Interns are not a NEHA employee or subcontractor; thus, NEHA will not submit withholding, income tax, social security or Medicare payments on their behalf. NEHA will submit a 1099 form to the IRS

and the recipients of the payments by Jan 31, 2017. Each intern is responsible for ensuring that appropriate taxes are paid on the stipend received.

W9: A W9 must be completed for our records before processing stipend payments.

Process for stipends

Stipends will be made in three disbursements, on or about June 15, July 15 and August 15. About two weeks before those dates, NEHA will send a document to be completed and signed (typed signatures not allowed) by both student and health department mentor. Documents must be returned to ecornelius@neha.org on or before June 7, July 7 and August 7 respectively for timely processing of the stipends.

Students must have been participating as an intern in order to receive the stipend. If start date is after June 1, stipend arrangements will be adjusted.

Webpage Permission

NEHA will ask permission to share comments from the midterm and/or evaluation to be posted on the NEHA website. Photos of interns performing EH activities are much appreciated.

Health Department Eligibility

To be considered as a host program, the health department or environmental health program must meet the following criteria:

1. The site must provide opportunities for student interns to experience multiple environmental health programs/activities throughout the internship. Examples of programmatic areas include food safety, onsite water and wastewater programs, vector control, institutional environmental health, laboratory process. Short-term work and experiences with other governmental health agencies is also encouraged.
2. The site must have the ability to assist the student in identifying and completing a complex project that focuses on solving a current or project environmental health problem or challenge facing the host health department. This project may be used by the intern to meet university internship requirements.
3. The site must assign a mentor to the intern. This person should be available to assist in mentoring and advising the student intern throughout the internship period. Programs are encouraged to assign a mentor who is professionally registered (REHS or RS) and is a graduate of an environmental health academic program accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

Other Considerations

1. Health departments engaged in national performance management and quality improvement initiatives, including use of the [Environmental Public Health Performance Standards](#) or attaining

national voluntary accreditation through the [Public Health Accreditation Board \(PHAB\)](#), may receive extra consideration for intern placements.

2. Internships must meet the requirements of the host health department as well as the student's academic institution and NEPHIP eligibility guidelines. Internship start and end dates, number of hours, number of credits, etc. should be determined by the academic program and health department.
3. The health department or environmental health program may interview the matched intern to meet their requirements.
4. The information provided in the health department's application will be made public on the NEHA website for students to view.

See more at: <http://neha.org/professional-development/students/internship/health-department-eligibility#sthash.iJNPY4vC.dpuf>

Role of the Environmental Health Department Mentor

The mentor is expected to fulfill the responsibilities outlined below. Although interns may possess high-level skills, they may lack on-the-job work experience and require guidance and direction from their mentors. The mentor will:

- Coordinate with the environmental health academic program staff to ensure that the internship meets all academic requirements.
- Oversee the intern's work activities.
- Offer advice and assistance.
- Assist the intern in following host health department policies and practices.
- Review and approve stipend documents, confirming intern participation.

The mentor should be available to advise the intern throughout the internship period. Health department hosts are encouraged to assign a mentor who is professionally registered (REHS or RS) and is a graduate of an environmental health academic program accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

Before the intern's arrival:

- Ensure appropriate office space and equipment (telephone, computer, etc.) are available. Have essential terms for the intern's assignments and day-to-day activities available.
- Arrange with the responsible administrative party for any of the following that may be needed:
 - Identification badge
 - Building/parking/office access keys
 - E-mail account
 - HIPAA information privacy training
 - Health and safety information
 - Parking permits
 - Computer passwords and access information
 - Other training, especially related to computer policies and use

- If necessary and the information is available, provide assistance/recommendations for the intern for lodging for the duration of the internship.
- Be sure that co-workers understand the purpose of the internship and general scope of activities in which he/she will be involved.

Note: all arrangements for the internship, including start and end dates, work hours or timesheet, sick policy, etc. should be made in partnership with the intern's academic program advisor.