



Stipend Program Requirements

Training Network and Language Access Program

To be eligible for a stipend through the Training Network or Language Access Program, the following documentation must be submitted, reviewed, and verified.

1. Payroll Records During Training

One or more of the following forms of documentation are required:

- Proof that the sponsored individual was paid at their regular hourly wage while actively completing training hours.
- Acceptable documentation includes:
 - Payroll records – Must be actual records (no typed or handwritten documents)
 - Pay stubs or W-2 forms
 - Employment Security Department (ESD) wage data, accessible via the sponsored individual's ESD login
 - A form created by LTCF that clearly outlines payment for course hours. *This form must be submitted in addition to payroll records if the stipend is requested as reimbursement for the AFH. It should include:*
 1. 1. Dates
 2. 2. Amounts
 3. 3. Hourly rate
 4. 4. Frequency (e.g., biweekly, monthly)

2. Timely Submission

- All stipend requests must be submitted **within 90 days** of the training completion date.
- The training completion date is listed on the Certificate of Completion.

3. Certificate of Completion

- A copy of the official Certificate of Completion for the applicable training program (Home Care Aide or Certified Nursing Assistant).
- The certificate must include the individual's name, date of completion, and training information (certificate must come from training school).

4. Proof of Department of Health Application Submission

- Confirmation that the individual has submitted their DOH application to begin the HCA or CNA certification process.
- Acceptable forms of proof include:
 - A confirmation email or receipt from DOH
 - A screenshot showing successful submission



- Verification Letter from Provider Credential Search

5. Receipts for the Following (if applicable):

- CPR/First Aid
- NAR
- Prometric (vouchers are available)
- Credentia
- CNA State Skills
- DOH application

6. Employment Verification

- Confirmation that the individual was actively employed by the sponsoring Adult Family Home at the time training was completed.

7. Completed Attestation Form

You will be asked to complete an attestation form as part of the stipend process:

- **AFH Course Hour Payment Verification Form** – Use this form if you are requesting the stipend as a **reimbursement** for wages paid to sponsored individual for completion of course hours during training.
- **Stipend Bonus Attestation Form** – Use this form if you are issuing the stipend as a **bonus** to the sponsored individual.

Note: If the stipend is being used as a bonus, appropriate payroll deductions must be made before the payment is issued to your sponsored individual.

8. W9 Form Completed by AFH

- A W-9 form is required unless one is already on file. A blank form will be provided for you to complete during the stipend process.

9. Additional Documentation (As Requested)

- Any further documentation required to verify eligibility or support the stipend claim.
- This may include attestation forms, clarification on employment dates, training enrollment/completion status, or additional receipts.
- Must be able to confirm if you are using the stipend as a reimbursement or a bonus, as this will determine which attestation form needs to be completed.

10. Important Information About the Stipend Process

- All required documentation must be submitted before the stipend request can be processed.
- Confirmation of agreement with the stipend invoice is needed before a check is mailed out.
- The stipend must be formally requested. Participation is optional and not required.
- This process is subject to change at any time.