



## The Adult Family Home Training Network Worker Sponsorship Pilot Program

### Pilot Program Checklist

- **Providers MUST attend a weekly AFHTN orientation BEFORE we can process your online application. Providers only need to attend the orientation ONCE. This requirement will become effective with any newly submitted applications starting 5/8/2023.**  
<https://attendee.gotowebinar.com/rt/2587875868893359966>

### Step by step guide on how to enroll

#### **STEP 1:** Fill out the online application

You can do this by going to our website: <https://www.longtermcarefoundationwa.org/pilot-program>

Or you can access the online application using this link: <https://sforce.co/3yojV24>

**STEP 2:** After you have submitted your online application and attended the AFHTN orientation at least once, please allow up to three business days for us to process your application. Once your application has been reviewed, the LTCF staff will follow up shortly.

**STEP 3:** If the application is approved, please wait for your confirmation email. Please read our initial email carefully as it will provide important information and will require a response from the sponsored individual.

**STEP 4:** After we have received confirmation from the sponsored individual, we can proceed with the registration process and this process will depend on the training school selected.

**STEP 5:** After school registration has been completed. The sponsored individual will need to be on the lookout for emails from the training school selected regarding any online login instructions, class schedules, supplies, etc.

**STEP 6:** All sponsored individuals are required to show up to class on time and be ready to participate.

**STEP 7:** After a few weeks of training, provider and sponsored individuals will receive check-in emails from The Long-Term Care Foundation. Please respond to these emails, we are required to collect information about your sponsored individual's journey to certification and/or completion of any training that does not require certification.

**STEP 8:** Please report any changes on the sponsored individual's status.

**This may include the following:**

**Dropout**

**Termination**

**Finished training**

**Certification**

**Trouble completing the training**

**Had to take a break**

**DOH application submission date**

**Any issues with the process**

**STEP 9:** Once your sponsored individual has successfully completed training and has submitted the DOH application, please send us documentation/proof. Once we receive documentation that your caregiver has finished training and/or completed the required application process if that training leads to certification we will update our records accordingly.

**STEP 10: Reimbursement Process**

If your sponsored individual has completed either CNA or HCA and was paid for their completion of training hours by the sponsoring home, the LTCF will reimburse for completion of training hours. To start the reimbursement process, we will need a few things. Please send a photocopy of their certificate of completion and proof that the DOH application was submitted and/or any other related materials.

**STEP 11: Copy of reimbursement invoice and attestation**

Once we have received all the information needed to proceed with the reimbursement process, we will send an email so you can confirm that the information on the invoice is correct. We will also require you to attest that you know what the reimbursement is for and confirm if your caregiver was paid for their completion of training hours while they were in training by the sponsoring AFH.