

Instructions for Employment Incentive Request Form

- Once eligible, you will receive an email from The Gateway-In Project© with a link to the Employment Incentive Request Form.
- 2. Fill out the information at the top of the form accurately and completely.



Address should include: *Street number, Street name, Apartment number (if applicable), City, State, Zip Code.*



Instructions for Employment Incentive Request Form (con't)

3. In the Payment Request section, fill out one line for each bonus you are eligible for, using the dropdown menu. The amount will auto-populate for you.

See the dropdown menu options to choose the bonus(es) you are currently eligible for:		are Amount
6 Month Employment I	ncentive •	\$500.00
Select	•	\$0.00
Select	▼	\$0.00

4. Sign the form and continue to the next page.

I agree that the services and or reimbursements that I requested above are to assist me throughout my participation in The Gateway-In Project and will be used as such if approved by LeadingAge California staff. I understand that LeadingAge California is not liable to reimburse or compensate The Gateway-In Project participants and should not be listed on documentation suggesting payment obligation without consent from LeadingAge California staff.



You must also submit paystubs. Please refer to guidelines.

The Gateway-In Project®

Instructions for Employment Incentive Request Form (con't)

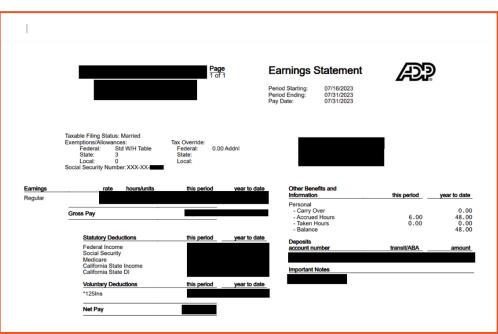
5. Attach your proof of employment, then submit the form. The Gateway-In Project© requires TWO paystubs as proof of employment: your 1st paystub received, and your most recent paystub received.



NOTE: Screenshots of your bank direct deposit, copies of your paycheck, or any other documentation will not be accepted.

A paystub must show the following:

- Employer name
- Employer address
- Your name
- Your address
- o Rate of pay
- Pay period begin and end dates
- Pay date



Example of a paystub: (sensitive information in this example has been omitted. When you submit yours, please do not block out information regarding addresses, dates, or hours worked)



Employment Incentive Guidelines

(1) Month Bonus

You are eligible for a one month employment bonus if you meet all eligibility requirements, and have been employed for 30 days or more.

When submitting your bonus form, you must include a **full month's worth of paystubs**. If you are paid once a week, you would submit (4) consecutive paystubs. If you are paid every two weeks, you would submit (2) consecutive paystubs.

(6) Month Bonus

You are eligible for a six month employment bonus if you meet all eligibility requirements, and have been employed for 6 full months or more.

If you only worked for one qualifying employer during those six months, then you will need to submit your **very first paystub**, and your most recent paystub.

If you worked for more than one qualifying employer during that time, then the sum of the amount of time worked will be used to calculate your six months. (Ex: 2 months at the first job and 4 months at the second job = 6 months of employment).

If you worked for more than one qualifying employer, then you will need to submit the first and last/most recent paystub from **each job**.

(12) Month Bonus

You are eligible for a twelve month bonus if you meet all eligibility requirements, and have been employed for 12 full months or more. Paystub guidelines for (12) months are the same as the (6) month bonus guidelines listed above (first paystub + most recent paystub for all qualifying jobs).

If you have any questions on how to properly complete your bonus request form, please reach out to a staff member before submitting.