



The Gateway-In Project[®]

Instructions for Employment Incentive Request Form

1. 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.

	
Employment Incentive Request Form	
Participant Name: Michaela Thompson	Training School Name: Pacific Health
Home Address: 1234 Street Ave, Sacramento, CA 95823	
Mailing Address (if different than home address): [REDACTED]	
Email Address: mthompson@leadingageca.org	Phone Number: 916-469-5992
<i>All payments are made via Melio directly to you. If you do not have a checking account and would like payment via check, please contact staff.</i>	
Employment Start Date: 10/01/23	Job Title: CNA
Employer Name: Sacramento Post-Acute	Employer Address: 5678 Avenue Blvd

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



The Gateway-In Project[©]

Instructions for Employment Incentive Request Form (con't)

- 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.

Payment Request	
Use the dropdown menu options to choose the bonus(es) you are currently eligible for:	Amount
6 Month Employment Incentive ▼	\$500.00
Select... ▼	\$0.00
Select... ▼	\$0.00
TOTAL:	

- 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.

Student Signature: *  _____ Date: * May 6, 2024

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.

Please Attach Documentation Below

- * Click to Attach File Attachment 1
- * Click to Attach File Attachment 2
- Click to Attach File Attachment 3
- Click to Attach File Attachment 4
- Click to Attach File Attachment 5

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
- Rate of pay
- Pay period begin and end dates
- Pay date

Page 1 of 1

Earnings Statement

Period Starting: 07/18/2023
 Period Ending: 07/31/2023
 Pay Date: 07/31/2023

Taxable Filing Status: Married
 Exemptions/Allowances: Federal: Std W/H Table State: 3 Local: 0
 Tax Override: Federal: 0.00 Addnl State: Local:

Social Security Number: XXX-XX-███

Earnings	rate	hours/units	this period	year to date
Regular				
Gross Pay				

Statutory Deductions	this period	year to date
Federal Income		
Social Security		
Medicare		
California State Income		
California State DI		
Voluntary Deductions		
*125Ins		
Net Pay		

Other Benefits and Information	this period	year to date
Personal		
- Carry Over		0.00
- Accrued Hours	6.00	48.00
- Taken Hours	0.00	0.00
- Balance		48.00

Deposits

account number	transit/ABA	amount

Important Notes

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)



The Gateway-In Project[®]

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.