

Employment Incentive Guidelines

Graduates of The Gateway-In Project CNA & HHA grant who hold a valid CNA and/or CHHA certification and work in long-term care for older adults are eligible for employment incentives after 1, 6, and 12 months of employment. These incentives recognize your hard work and help retain skilled care providers in the long-term care sector.

Eligibility Criteria:

If you received funding through The Gateway-In Project® grant for:

- **Certified Nursing Assistant (CNA) training**, only a CNA job title qualifies for incentives.
- **Certified Home Health Aide (CHHA) training**, only a CHHA job title qualifies for incentives.
- **Both CNA and CHHA training**, either a CNA or CHHA job title qualifies for incentives.

This structure ensures that the certification funded by the grant is being actively used to strengthen and support the workforce caring for older adults.

Automatic Denial:

- Missing or incorrect employment documentation
- Documentation provided does not cover the total time frame requested
- Documentation provided does not include job title
- Company is Hospital, Medical Office, Behavioral Health, Pediatrics, Private Client (including IHSS), Nurse Registry or Staffing Agency.

To Avoid Processing Delays:

1. Enter Correct Email Address and Verify

- Ensure your email address does not contain typos
- After submission, follow the steps to verify your email address with Adobe Sign. Your form will not be received or reviewed unless you complete the email verification.

2. Submit Pay Stubs

- Attach your first and most recent pay stubs for each job you're claiming an employment incentive for. The date ranges on your pay stubs must show how long you worked at each job (example: if you are requesting a 6 months incentive but you only submit pay stubs covering a range of 3 months, your form will be denied).

3. Submit Proof of Job Title

- If your pay stubs do not list your job title, you must provide additional documents. If your attached documentation does not clearly show your job title, your form will be denied. Examples of additional documents are shown on page 3 & 4 below.

For Multiple Employers:

- Submit separate documentation for each employer. The total time worked at each job will be calculated to determine your incentive eligibility. All documentation submitted for each job must follow documentation guidelines.

Acceptable Documentation

It is your responsibility to provide acceptable pay stubs that includes all of the following:

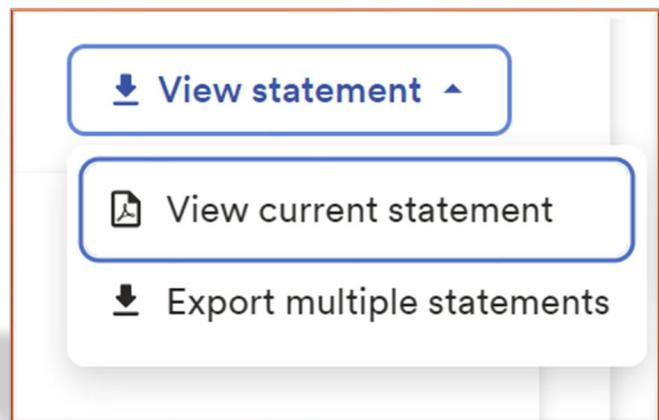
- Your name
- The company name
- Length of employment / dates worked
- Job title

Alternative Documentation:

If you cannot obtain pay stubs and/or proof of job title, you must provide a letter from your employer on company letterhead stating your job title and dates of employment.

Direct Deposit / Electronic Pay Stubs: If you receive Direct Deposit and are accessing your pay history through an employee portal or payroll website, please follow these steps:

- Look for options such as “Get PDF”, “View PDF,” “View Statement”, “Download PDF,” or “View Details”, or another similar phrase. Click to open your official pay stub or download a PDF version. You must upload the PDF or take a screenshot of the complete pay stub and upload the image.



Example Pay Stub:

Employee Name & Address				SSN	Pay Period	Pay Date	Employee ID
Peter Jackson 455 Madison Avenue Manhattan New York 10022				xxx-xx-1234	10/29/2019 - 11/4/2019	11/08/2019	001
Gross Earnings	Hours	Rate	Total	Statutory Deductions		Total	YTD
Hourly	40	15	\$600.00	FICA - Medicare		\$8.70	\$374.10
				FICA - Social Security		\$37.20	\$1599.60
				Federal Income Tax		\$21.46	\$922.85
				State Income Tax		\$22.19	\$954.09
YTD Gross	YTD Deductions	YTD Net Pay		Gross Pay	Deductions	Net Pay	
\$22575.00	\$3850.63	\$21949.37		\$600.00	\$89.55	\$510.45	

Example Verification Letter:

RETIREMENT
COMMUNITIES
LLC© 

3/10/25

To whom it may concern:

Jane Smith was hired as a Certified Nursing Assistant on 2/1/2024 and is still employed in the same capacity. Please contact me with any questions.

Sincerely,



Beth Bossman
Human Resources Manager
(999) 123-4567

Example Proof of Job Title:

Hire Date	Sep 4, 2024
Type	Part Time
Organization	103 CNA
Location	Sunny Hills Post-Acute
Position	Certified Nursing Assistant

Home Department:	103 CNA / 100 NURSING		
Pay Period:	07/16/24 to 07/31/24		
Check Date:	08/09/24	Check #:	██████████
NET PAY ALLOCATIONS			

RETIREMENT
COMMUNITIES
LLC[®] 

1/26/24

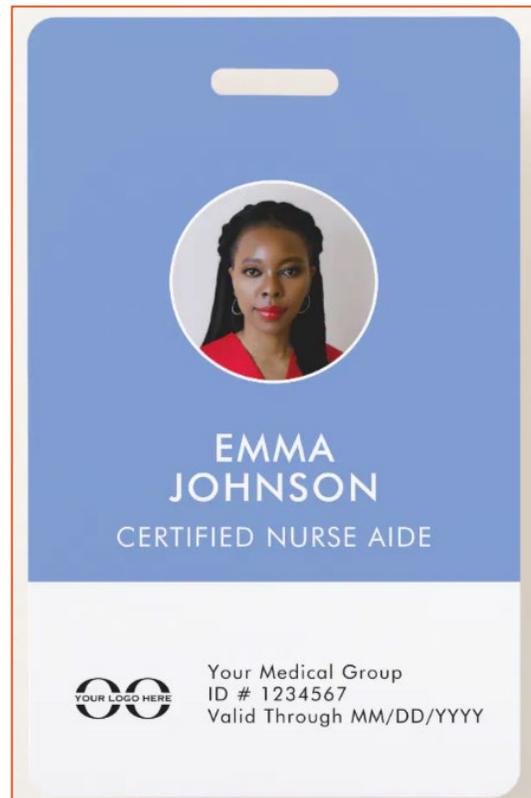
Dear Jane Smith,

We are delighted to offer you the full-time position of Certified Nursing Assistant in our Assisted Living facility. Your orientation date will be 2/1/24 at 8:00am, and your rate of pay will be \$22/hr.

Sincerely,



Beth Bossman
Human Resources Manager
(999) 123-4567



Screenshots of your bank account and/or copies of your physical paycheck are prohibited for security reasons.

If you do not yet have the correct documentation, please wait until you have all the necessary materials. Once you have gathered everything required, you can proceed to submit the form.