



Graduates of The Gateway-In Project are eligible to be reimbursed for many services pertaining to their CNA and HHA training. Each student is allotted up to \$3,000 for reimbursements to help cover the expenses they incur while participating in this program.

1. What can I get reimbursed for? School related costs, such as uniforms, shoes, textbooks, and supplies; transportation costs; childcare; test preparation and ESL services, and more. Guidelines are listed on our website.

2. How do I get reimbursed? You have 30 days post-graduation to submit for reimbursement. Fill out the reimbursement form with all your details, including proof of purchases. Once processed we use Melio to send you money directly. We just need your email to send funds your way.

3. How do I fill out the form? Check out the examples listed below and on our website. We need **BOTH** the complete and filled out form and the receipts! You can attach your proof to your electronic form. Be sure your receipts are clear to read and have the item you are claiming for reimbursement listed.

4. I can get money for driving myself? Yes! Just keep track of the miles that you drive from your home to your training site(s) or to your place of employment. We can reimburse tolls, parking fees, and ride-shares.

5. What are the approved places that I go to that can qualify for transportation reimbursement? Traveling to and from the following locations: Training Program Site, Clinical Site, Testing Site, Your Home Address (must have on file), Physical Exam/TB Test Site, Live Scan Site, CPR Site, COVID-19 Vaccination Site, Childcare Provider Site, Job Placement Site, etc.

6. What if I don't drive? If you use public transportation or ride shares, you can be reimbursed!! Approved public transportation for reimbursement: bus, light rail, train, tram, trolley, ferry. Approved ride sharing for reimbursement: Lyft, UBER.

7. How long does it take until I get money back? Once a form is completed fully and submitted correctly to The Gateway-In Project, our staff will begin processing within one week. If all your forms and provided information are correct you should see the money in your account anywhere from 30-90 business days. Please allow for the full 45 business days before reaching out to our staff. If incorrect or our staff needs to ask for additional information, your processing time could further push out your initial wait time. Keep an eye on your emails for any follow-up questions we may have.

Full Reimbursement Guide

Below are visual examples of the reimbursement form to claim reimbursement for your wraparound services for participating in The Gateway-In Project©.

Tip! There are additional guidelines and a video tutorial on our website.

Example of Food Reimbursement:

What do I need?

- Dates you attended class or clinicals.
- Number of Days

And... that is it! No receipts are needed for this section. The form will automatically calculate based on the amounts pre-filled in on the form.

Food Reimbursement (No Receipts Required)				
All food is paid at a per diem rate for school days only				
Date	Item Description	Quantity	Unit Price	Total Amount
<i>Example: 2/2, 2/3, 2/4, 2/8, 2/9</i>	<i>Breakfast</i>	<i>5</i>	<i>\$13</i>	<i>\$75</i>
1/1, 1/2, 1/3, 1/4	Breakfast	4	\$13	\$52.00
1/1, 1/2, 1/3, 1/4	Lunch	4	\$15	60
1/1, 1/2, 1/3, 1/4	Dinner	4	\$26	\$104.00
Food Reimbursement Subtotal				\$216.00

Example of Other Reimbursements:

What do I need?

- Receipts for ALL purchases.
 - If a purchase is listed on your reimbursement form, it must have a receipt.
- Date of purchase
- Item description
- Number of items
- Price of Item
- Total amount (with tax)

And... that is it! No receipts are needed for this section. The form will automatically calculate based on the amounts pre-filled in on the form.

Food Reimbursement (No Receipts Required)				
All food is paid at a per diem rate for school days only				
Date	Item Description	Quantity	Unit Price	Total Amount
<i>Example: 2/2, 2/3, 2/4, 2/8, 2/9</i>	<i>Breakfast</i>	<i>5</i>	<i>\$13</i>	<i>\$75</i>
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Food Reimbursement Subtotal				\$216.00

Example of Mileage Reimbursement

What do I need?

- Screenshots of Maps – see exhibit 2 below.
- Date of travel
- Starting location
- Ending location
- One way Miles
- Total Days

And that is it! The form will calculate the round trip, total miles for you, and amount you are claiming for reimbursement.

Exhibit 1

Mileage Reimbursement (GPS Required)						
Travel Date(s)	Starting Location/Address (From)	Ending Location/Address (To)	Miles 1 Way	X2 (Round Trip)	X Total Days	Total Miles
<i>Example: 1/3, 1/4</i>	<i>123 McLane Rd, Fresno, CA (Home)</i>	<i>456 Ashlan Ave, Fresno, CA (clinicals)</i>	<i>5</i>	<i>10</i>	<i>2</i>	<i>20</i>
1/1, 1/2, 1/...	1315 I Street, Suite 100, Sacrame...	1111 Howe Ave Ste 300, Sacramento...	5.8	11.60	4	46.40

Will auto calculate for you at the bottom of the sheet!

Total Miles		46.40
<input type="checkbox"/> Check this box if you want a check sent instead of a direct deposit.	Total Mileage Reimbursement Due (Multiply total miles by .67)	\$31.09