Premium Pay for Workforce Recruitment and Retention Grant Program

Town Hall Webinar
May 12, 2022
Agenda

• Program Overview
• Program Website
• Application

• Note: At future town hall webinars, we will cover information about:
  • Eligible Employees,
  • Distributing Premium Pay,
  • Quarterly Reporting, and
  • Other topics based on frequently asked questions.
Program Overview

• Who
  • Per Act 83 of 2022, certain health care and social services employers may apply for grant funding.

• What
  • Grant funding must be distributed by Eligible Employers as Premium Pay to Eligible Employees.
  • Eligible Employees must commit to continuing employment with the Eligible Employer for at least one calendar quarter following receipt of the payment.

• Why
  • Aims to mitigate the negative impacts these employers have sustained throughout the COVID-19 public health emergency by providing Premium Pay to essential employees.
  • Supports recruitment and retention efforts.

• How
  • Eligible Employers may apply for $2,000 per full-time equivalent employee (FTE).

• When
  • Grant applications can be submitted online between May 18th and May 24th, 2022 (anticipated)
  • Grant funds must be disbursed as Premium Pay within twelve months.
Program Website

• https://humanservices.vermont.gov/recruitment-and-retention

• Available documents
  • Program Guidance
  • Application Information
    • Online Application Information
    • Summary Report of FTEs template (must be uploaded to the online application)
    • Link to Form W-9 (must be uploaded to the online application)
    • List of Application Certifications (must be completed in the online application)
FTE Spreadsheet - Instructions

Counting Full-time Equivalents for Premium Pay Grants  - 5/12/2022

Step 1: Enter contact information and work locations
* Mandatory to complete

Step 2: Choose a method to list employees for lookback period
* Mandatory to complete one form only (i.e. Step 2A or Step 2B)
* The lookback period covers the first quarter of the calendar year, January to March 2022.
* Applicants have an option of reporting on either a) the entire quarter, or b) any 12-week period in the quarter (for example, 1.2.2022-3.26.2022 or 1.9.2022-4.2.2022).
Enter Vermont locations where individual(s) are employed in operations related to the program’s “Eligible Employers” along with geographical location.

<table>
<thead>
<tr>
<th>Applicant Contact Information</th>
<th>Work Location Name and Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>sample: Main Street Nursing Home - Burlington</td>
</tr>
<tr>
<td>Contact Name</td>
<td>sample: Home Health Visits to Homes in Vermont - Franklin and Lamoille Counties</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
* For the purpose of this application, a "company" is defined by EIN number.
* Only enter each of the company's Vermont locations where individual(s) are employed in relation to the operations listed under "Eligible Employers" to the right.
* If a company conducts home visits, enter the work area following the format used in the second sample.

Enter contact information.
Enter employee # for full-time employees. If not available, enter name and birthday.

Your location entries from Step 1 will populate as a pulldown menu.

Enter a “13” for an employee who was on payroll the whole quarter. Enter a “2” for an employee who started two weeks before the end of the quarter (or departed two weeks after the start of the quarter).
Enter employee # for part-time employees. If not available, enter name and birthday.

Enter total # of hours this employee was compensated for this quarter.

Enter a “13” for an employee who was on payroll the whole quarter. Enter a “4” for an employee who started four weeks before the end of the quarter (or departed four weeks after the start of the quarter).
### FTE Spreadsheet – Step 2 (continued, 3 of 3)

#### Table iii. Vacant positions (incl. those filled by contract staff)

<table>
<thead>
<tr>
<th>Position name or #</th>
<th>Primary work location</th>
<th># of hours budgeted and vacant this quarter</th>
<th>FTE (calculated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0041</td>
<td>Main Street Nursing Home - Burlington</td>
<td>455</td>
<td>0.93</td>
</tr>
<tr>
<td>0042</td>
<td>sample: Home Health Visits to Homes in Vermont - Franklin and Lamoille Counties</td>
<td>480</td>
<td>1.00</td>
</tr>
<tr>
<td>0056</td>
<td>sampler: Main Street Nursing Home - Burlington</td>
<td>440</td>
<td>0.90</td>
</tr>
<tr>
<td>0059</td>
<td>sampler: Main Street Nursing Home - Burlington</td>
<td>320</td>
<td>0.66</td>
</tr>
</tbody>
</table>

**Enter position # or position name of each budgeted vacant position.**

**Enter # of hours budgeted and vacant for lookback period (including those filled by contract staff).**

#### Table iv. Out of all your vacant positions, how many total hours were covered by contract staff?

- **hours total over the quarter**

**Of all the hours in Table iii, enter how many were covered by contract staff.**
Questions?

Additional information available at: https://humanservices.vermont.gov/recruitment-and-retention