

# 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 18<sup>th</sup> and May 24<sup>th</sup>, 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).

# FTE Spreadsheet – Step 1

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

Enter contact information.

Enter contact information.  
 Enter facility name and Vermont town following the format used in the sample.

- 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 Vermont locations where individual(s) are employed in operations related to the program's "Eligible Employers" along with geographical location.

# FTE Spreadsheet – Step 2 (Option 2A shown)

Table i. Full-time employees (35 hr/week or more)					Table ii. Part-time employees (<35 hr/week)					
Employee # or Name	Unique Identifier (if needed)	Primary work location	# of weeks on payroll	FTE (calculated)	Employee # or Name	Unique Identifier (if needed)	Primary work location	# of weeks on payroll	# of hours for quarter	FTE (calculated)
34567		sample: Main Street Nursing Home - Burlington	13	1.00	67891		sample: Main Street Nursing Home - Burlington	13	130	0.27
45678		sample: Home Health Visits to Homes in Vermont - Franklin and Lamoille Counties	2	0.15						
Jane Johnson	0314	sample: Main Street Nursing Home - Burlington	13	1.00						
56789		sample: Main Street Nursing Home - Burlington	13	1.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00

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 full-time employees. If not available, enter name and birthday.

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

# FTE Spreadsheet – Step 2 (continued, 2 of 3)

Table i. Full-time employees (35 hr/week or more)					Table ii. Part-time employees (<35 hr/week)					
Employee # or Name	Unique Identifier (if needed)	Primary work location	# of weeks on payroll	FTE (calculated)	Employee # or Name	Unique Identifier (if needed)	Primary work location	# of weeks on payroll	# of hours for quarter	FTE (calculated)
34567				1.00	67891		sample: Main Street Nursing Home - Burlington	13	130	0.27
45678		Vermont - Franklin and Lamoille Counties	2	0.15	89123		sample: Main Street Nursing Home - Burlington	4	40	0.08
Jane Johnson	0314	sample: Main Street Nursing	13	1.00						0.00
56789										0.00
										0.00
										0.00
										0.00
8				0.00						0.00
				0.00						0.00

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).





# Questions?

Additional information available at:

<https://humanservices.vermont.gov/recruitment-and-retention>