

# The Education Fund

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SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

## Wage Replacement Application Details and FAQs

In addition to the eligibility information described on the [Wage Replacement web page](#), please review the following details about meeting with your career counselor, required documentation, reducing your hours, and a detailed FAQ with more information.

### Step 1: Meet Your Career Counselor

To apply for this program, you must first schedule an appointment with your Education Fund Counselor. To do this, you will need to:

- Log in or register for [MyEdFund](#), our secure member portal.
- You can schedule this appointment in the “Welcome” section of your portal
- Select “Schedule Appointment” and follow the prompts until you have successfully selected a date and time.

For help with the MyEdfund portal please visit the [MyEdFund Member Portal](#) website.

### Step 2: Apply and Submit Required Documentation

There are some specific documents that must accompany your application:

- **Verification of Program Enrollment**
- **Manager/Employee Agreement form**
- **Verification of School Accreditation (if required)**

#### **Verification of Program Enrollment**

Verification of your program start and completion dates must match what you put on the application. You must submit **one** of the following:

- A letter from your educational institution
- A copy of the signed enrollment agreement
- A contract from your educational institution

#### **The verification document must include:**

- Your name
- School name
- Program you are completing
- Start date – the date you started your program
- End date (including externships, internships, and clinical dates)

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## **Manager/Employee Agreement Form**

In order to participate in the Wage Replacement Program, you must have your manager's approval to reduce your hours. **Prior to applying**, download [Manager/Employee Agreement Form & Letter](#) and meet with your manager to review the form and discuss your ability to participate.

When meeting with your manager you should discuss the following details:

- Wage Replacement allows employees to reduce up to 16 hours per pay period to attend class, study, and participate in a clinical or internship experience. Employees will be paid by the Education Fund, not from the department's budget.
- There is a \$10,000 lifetime cap per employee.
- Your program and how many hours per pay period you need to reduce.
- Acknowledge that the ability to reduce your hours depends on department needs.

## **Verification of School Accreditation**

Wage Replacement is only available to members attending an **accredited** educational institute.

While completing the application you will be asked to verify your school's accreditation. The question regarding verification contains a drop-down menu. If your school appears in the dropdown menu of the application, select your school and move on to the next question. If your school is on the list you are not required to submit a Verification of School Accreditation

**Please note:** If your school does not appear in the dropdown menu of the application you will be required to list the school and provide Verification of School Accreditation. The verification document must include:

- The name of the accrediting agency
- That your school is accredited

The easiest way to find this information is to Google search your school name + the word "accreditation".

## **Uploading documents when completing the application:**

You must upload all required documents when completing the online application. Documents that are faxed to the Education Fund will not be accepted and your application will not be considered. Incomplete applications (missing the school verification document, school accreditation document – if required, or those not completely filled out) will also not be considered. No paper applications are available nor will they be accepted.

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## Step 3: Application Status

All applicants will be receiving a Provisionally Accepted or Denied email within 10-14 business days of submitting your application.

### Provisionally accepted applicants are required to:

- Review the Wage Replacement orientation presentation and Wage Replacement Student Handbook (a link to the Wage Replacement Live Binder where these documents are located will be included in your provisionally accepted email).
- Upload your financial documents to the Paycom Online Payroll Service. You will receive a separate email from [Paycom@theeducationfund.org](mailto:Paycom@theeducationfund.org) with instructions on how to create your Paycom account.

## Step 4: Reducing Your Hours

You must start reducing your hours immediately upon receiving the “Officially Accepted” email from your Career Counselor, but no later than 30 days from the date of your acceptance. **Hours reduced before being officially accepted will not be paid.** Attached to your “Officially Accepted” email is a copy of the Wage

Replacement Manager’s Handbook. It is your responsibility to give this handbook to your manager.

## Wage Replacement FAQs

### Can my application be denied?

Yes. Here are some of the reasons you may be denied (one or more may apply):

- You are not an eligible employee - see the Wage Replacement eligibility criteria [here](#).
- Your program is not accredited by a state or national accrediting agency or organization.
- Your program is self-paced.
- Your program will not lead to a currently employed position with your current employer.
- You are not in classes or in a clinical/rotation or externship cycle at the time of application.
- You cannot start reducing your hours within 30 days of your official acceptance.
  - You are enrolled in another Education Fund apprenticeship or program.

**Exception:** you can utilize wage replacement and a Career Pathway simultaneously as long as your program end coincides with the Wage Replacement completion date.

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## **I was denied. Can I reapply?**

You are eligible to reapply for the next application date if you received a denial due to your start and end date. You could apply again during the same application cycle if you were denied for not completing your Paycom onboarding or did not submit a complete manager/employee agreement form.

## **Is there a limit on how much I can receive through Wage Replacement?**

Yes, there is a lifetime cap of \$10,000 per employee.

## **What happens if I reach \$10,000 and am still in my training/degree program?**

You will no longer be eligible to reduce your hours, and your payments will stop. You are, however, still required to check in and submit class schedules, grades, and proof of completing your program.

## **What date determines the end of my payments?**

The end date you listed on your application is the date we will use to stop your payments. If this date changes, you must notify us immediately.

## **How many hours per pay period can I reduce?**

You can reduce up to 16 hrs. per pay period, regardless of your full-time or part-time status.

## **When can I start reducing my schedule?**

If accepted into Wage Replacement, you must start reducing your hours immediately or within 30 days from the date of your official acceptance email.

## **I reduced my hours before I was entirely accepted into Wage Replacement. Can I be paid retroactively?**

No, you are eligible to receive payments after being officially accepted into Wage Replacement.

## **My regular schedule is to work 40 or 48 hours a pay period but regularly pick up additional hours can I reduce from the additional hours I pick-up?**

No. Part-time employees (40 to 48 hours per pay period) may only reduce their part-time schedule from their hired-in hours.

## **Are there a minimum number of hours I have to work to be eligible for Wage Replacement?**

You must work enough hours to remain a benefited employee.  
(Example: 12 hrs. worked - 8 hrs. wage replacement = 20 hrs.)

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## **When will I get my first payment?**

You will receive your first payment after you start reducing. Due to processing, it may take 4 to 6 weeks for you to receive your first payment.

## **Does the Education Fund deduct any taxes or fees from my Wage Replacement payment?**

No, the payment is your hourly pay rate (without differential) multiplied by the number of hours reduced. (Example: \$43.64/hr. x 16 hrs. of wage replacement = \$698.24)

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## **How often will I get paid?**

Wage Replacement payments are processed every other week. The Education Fund's biweekly pay cycle differs from your Employers' pay cycle. You will receive a separate direct deposit or live check from the Education Fund.

## **Will the amount of the paycheck I receive from my employer change?**

Yes, while you are receiving Wage Replacement payments, your paycheck from your employer will be smaller. You will be responsible to calculate any regular deductions such as automatic payments to make sure that there are sufficient funds in your paycheck to cover them.

## **I have some additional questions regarding Wage Replacement. Whom can I contact?**

*Please call 888-872-4606 for more information.*