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Wage Replacement Application Details and FAQs

To apply for the Wage Replacement program, applicants are required to:

- ✓ **Meet with an Education Fund Career Counselor to determine eligibility for the program and get access to the online application.**
- ✓ **Meet with your manager to review the program and agreement for your participation**
- ✓ **Submit required documents when completing the online application.**

Meet Your Career Counselor (MYC) Appointment

To apply for the Wage Replacement Program, you must schedule an appointment with your Education Fund Career Counselor. During this appointment, the counselor will discuss your education and career goals, explain the application process, and review the Wage Replacement program's policies and procedures.

To schedule an appointment, you will need to:

- Log in or register for [MyEdFund](#), our secure member portal.
- Once logged in, Select the “**schedule appointment**” box underneath your assigned Ed Fund Counselor's name and email.
- Select an available date and time that works best for your schedule
- After the Meet Your Career Counselor appointment, you will receive an email from your counselor with details on how to access the Wage Replacement application.
- We encourage you to apply as soon as possible after your counseling appointment

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

We strongly encourage applicants to have the required documents (as listed below) available when meeting with their Career Counselor. Your Counselor will be able to review the documents with you to ensure that they meet the application requirements and ensure a smooth application process.

Required Documentation

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

1. 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 **OR**
- A copy of the signed enrollment agreement or contract from your educational institution **OR**
- A degree audit showing the start date and completion date of your program

The verification of enrollment document must include:

- Your name
- School name

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- Program you are completing
- Start date – the date you started your program
- End date (including externships, internships, and clinical dates)
- Document must include start/end dates in MM/DD/YYYY format

2. 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 2024](#) 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.

3. 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

Apply and Submit Required Documentation

- **Online application will be located in the MyEdFund portal.** Your Counselor will release the application after your MYC counseling session is complete. You will receive an email after your MYC with instructions regarding how to apply.
- You must upload all required documents when completing the online application.
- Incomplete applications (missing the school verification document, school accreditation document – if required, or those not completely filled out) will also not be considered

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Application Status

All applicants will be receiving a Provisionally Accepted or Denial email within 10-14 business days of submitting their 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 specific financial documents to the Paycom Online Payroll Service. You will receive a separate email from Paycom@theeducationfund.org with instructions on how to create your Paycom account.
- Once you have created your Paycom account you will receive an Officially Accepted email from your Career Counselor (see below).

NOTE: Do not start reducing your hours when you receive the provisionally accepted email. Any hours reduced before being officially accepted will not be paid.

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.
- **You will be withdrawn from the Wage Replacement program if you do not reduce your hours within 30 days.** If withdrawn, you will need to reapply.
- Attached to your “Officially Accepted” email is a copy of the Wage Replacement Manager’s Handbook. It is your responsibility to make sure your manager receives it.

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 a clinical/rotation or externship cycle at the time of application.*
- *You cannot start reducing your hours within 30 days of your official acceptance.*

I was denied. Can I reapply?

- *You can apply for the next application cycle if you received a denial due to your start and end date.*
- *You were denied for not completing your Paycom onboarding you may apply again during the same application cycle*

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 still required to check in with your assigned Career Counselor and submit class schedules, grades, and proof of completing your program.*

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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? *When you are officially accepted into Wage Replacement, you must start reducing your hours immediately or within 30 days from the date of your official acceptance email. NOTE: you will be withdrawn from the program if you do not start reducing your hours within 30 days of acceptance*

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.)*

How do I determine how long the \$10,000 will last? *Multiple your hourly pay rate times the number of hours you will be reducing each pay period. Then multiple that number times the number of pay periods you will be reducing while in the Wage Replacement program.*

Examples:

$\$25/\text{hr.} \times 16\text{hrs (reduction)} = \$400 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$8,000$

$\$25/\text{hr.} \times 8\text{hrs (reduction)} = \$200 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$4,000$

$\$30/\text{hr.} \times 16\text{hrs (reduction)} = \$480 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$9,600$

$\$30/\text{hr.} \times 8\text{hrs (reduction)} = \$240 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$4,800$

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? *Nothing is withheld from your Wage Replacement payments.*

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.*