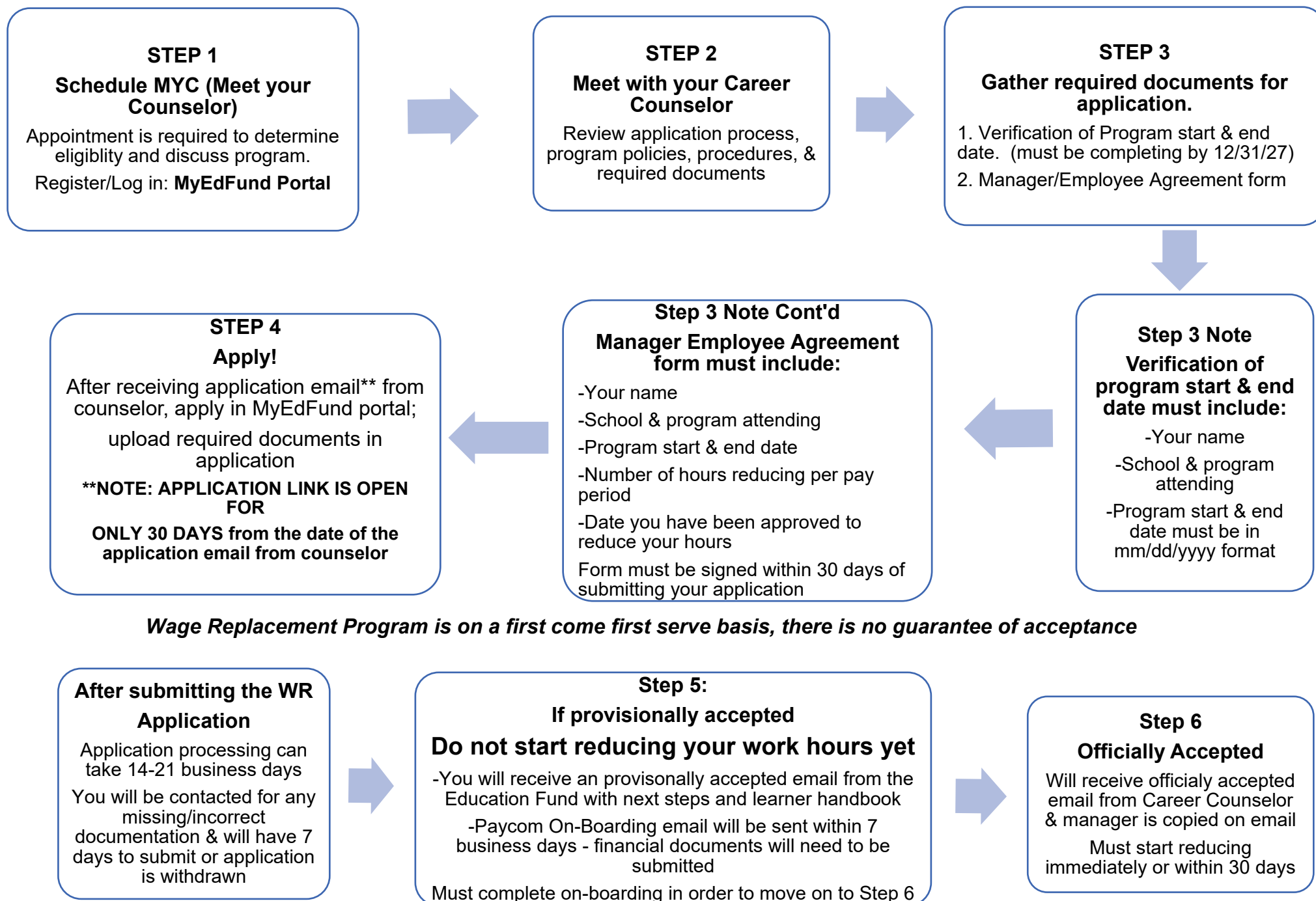




Required Documentation (Incomplete Documents will delay processing of application)

Verification of Program Start & End Dates	Manager/Employee Agreement Form
Acceptable Documentation:	Form must be reviewed and signed by both manager & learner
- Letter from education institution OR - Copy of signed enrollment agreement or contract from your educational institution	Must include the following:
Document must include the following:	Your name
1. Your Name	School name; program; start and end date (mm/dd/yyyy)
2. School Name	Number of hours per pay period learner will be reducing (not per week)
3. Program/degree enrolled in	Date when reduction will start (must be within 30days of application date)
4. Start date (date you started program)	
5. End date of program (must include externship/clinical dates)	
6. Document Start & End Dates MUST be in MM/DD/YYYY	

When meeting with your manager to review the Manager/Employee Agreement form, you will need to discuss the following:
- Wage replacement allows employees to reduce their work hours per pay period to attend class, study and participate in clinical/externship. Maximum number of hours employees can reduce are based on their hired in shift as follows: - Less than 8 hours can reduce up to 16 hours (<i>Part-timers cannot reduce from additional hours worked above hired in hours</i>) 8 hours can reduce up to 16 hours 9 hours can reduce up to 18 hours 10 hours can reduce up to 20 hours 12 hours can reduce up to 24 hours
Payments come directly from the Education Fund, does not come from department budget
There is a \$10,000 lifetime cap per employee

Links to Sample Documents

Nightingale document: Sample Nightingale document	Unitek document: Sample Unitek document
CSU document: Sample CSU document	Community College document: Sample Community college document

Application Status

When will I hear back about my application?

All applicants will receive notification of their application status—Provisionally Accepted or Denied—within 14–21 business days of submitting their application.

If You Are Provisionally Accepted

You will receive:

- An email with required documents, instructions for creating a Paycom account, when to expect your Paycom onboarding email, and details on completing the onboarding process for payments.
- A confirmation email from Paycom once your account setup and onboarding are complete.
- Within 5–7 business days of receiving the Paycom confirmation, you will receive your Officially Accepted email from your Career Counselor.

Important:

Do NOT reduce your work hours when you receive the *Provisionally Accepted* email.

Any hours reduced before your Official Acceptance will not be paid.

Reducing Your Hours

- You must begin reducing your hours immediately upon receiving your Officially Accepted email, and no later than 30 days from the date of your acceptance.
- Failure to start reducing within 30 days will result in withdrawal from the program. You will need to reapply, depending on space and application availability.
- Your Wage Replacement Manager's Handbook will be attached to your Official Acceptance email. It is your responsibility to ensure your manager receives it. Your manager is also copied on the email.

Wage Replacement FAQs

Can my application be denied?

Yes. Common reasons include (but are not limited to):

- You are not an eligible employee (see eligibility criteria).
- Your program is not accredited by the appropriate state or national accrediting agency.
- Your program is self-paced (must have a set start and end date).
- Your program does not lead to a position employed at your organization or within healthcare.
- You are not currently attending classes, clinicals/rotations, or an externship at the time of application.
- Your program will not end by the required date for the application period.
- **Space is limited**, and all available spots were filled before you applied.
- You cannot begin reducing your hours within 30 days of official acceptance.
- You did not submit correct application documents within the 7-day correction window.

I was denied—can I reapply?

Yes, if:

- Your start/end dates now fall within the required application period.
- You were denied for not completing Paycom onboarding.
- You failed to submit documents within the 7-day timeframe.

You must submit a new application and upload all required documents again, pending available program space.

Is there a limit to how much I can be paid?

- Yes. There is a lifetime cap of \$10,000 in Wage Replacement payments per employee.

What if I reach \$10,000 before finishing my program?

- You will no longer be eligible to reduce your hours, and your Wage Replacement payments will stop.
- You must continue checking in with your Career Counselor for the remainder of your program.

What determines the end of my payments?

- Payments end on the program end date listed on your application.
- If this date changes, notify your Career Counselor immediately updated documentation will be required.

How many hours can I reduce per pay period?

- Up to 16 hours a pay period when hired for less than 8-hour shift
- 16 hours a pay period when hired at 8-hour shift
- 20 hours a pay period when hired at a 10-hour shift
- 24 hours a pay period when hired at a 12-hour shift

When can I start reducing my schedule?

- You must start reducing immediately after official acceptance, but no later than 30 days from the acceptance date.
- Failure to do so will result in withdrawal from the program.

Can I be paid retroactively if I reduced hours before official acceptance?

- No. Payments only apply to reduced hours after you are officially accepted.

Can I reduce hours from extra shifts I pick up?

- No. Reductions must be made from your regular hired-in hours only.

Is there a minimum number of hours I must work?

- Yes. You must work enough hours to remain a benefited employee.
- *Example: 12 hours worked + 8 hours Wage Replacement = 20 hours required.*

How do I estimate how long the \$10,000 will last?

Multiply:

1. Your hourly pay rate
2. × Number of hours reduced per pay period
3. × Number of pay periods you plan to reduce

This will estimate when you reach \$10,000 lifetime cap.

When will I receive my first payment?

- Your first payment may take 4–6 weeks, depending on processing times.

Are taxes or fees deducted from my Wage Replacement payments?

- No. Nothing is withheld from these payments.

How often will I get paid?

- Payments are issued every other week on the Education Fund's bi-weekly cycle, which may differ from your employer's pay cycle.
- You will receive a separate direct deposit or live check from the Education Fund.

Will my regular employer paycheck change?

- Yes. Since you are reducing hours, your employer paycheck will be smaller.
- You are responsible for ensuring there is enough pay to cover any regular deductions (e.g., automatic payments).

For more information, please email or call your assigned Career Counselor. You can find out who your counselor is by creating or logging into your MyEdFund portal using this link: <https://theedfund.org/myedfundportal/>