



**Commonwealth of Virginia  
Return to Earn Initiative  
Request for Reimbursement of Hiring Bonus Paid**



SHENANDOAH VALLEY REGION

**Date of Request:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_  
**Employer FEIN #:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Hire Date:** \_\_\_\_\_ (Must be between 6/1/21 and 12/31/21)  
**Hourly Wage:** \_\_\_\_\_ (Must be \$15.00/hour or more)  
**Classification:**       Part-Time     Full-Time

**Total Hiring Bonus Paid:** \$ \_\_\_\_\_  
 Paid in Lump Sum \_\_\_\_\_  
 Paid in Installments: # of Installments \_\_\_\_\_ Amount of Installment \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_ (Allowable match = up to \$500 per eligible employee)

*Example: Employer paid an employee a \$1000 hiring bonus. Employer is eligible for a \$500 reimbursement.*

**Employee Self-Attestation**

By my signature below, I certify that I received hiring support in the amount of \$\_\_\_\_\_ from the above-named business. I also self-attest that I was unemployed prior to starting employment with the above-named business.

**Signature:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Business Certification**

By my signature below, I certify that we have provided hiring support in the amount of \$\_\_\_\_\_ to the above-named employee and are formally requesting funding from the Shenandoah Valley Workforce Development Board per the agreement entered into for the Return to Earn initiative.

Documentation of Employee Hire Date and Employee Incentive Bonus payment attached. **(REQUIRED)**

**Signature:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**SUBMIT REIMBURSEMENT REQUEST TO: [FINANCE@VCWVALLEY.COM](mailto:FINANCE@VCWVALLEY.COM)  
 Or mail to: 1076 Jefferson Highway, Staunton, VA 24401**

**An Equal Opportunity Employer/Program.  
 Auxiliary aides, services and interpreters are available upon request. TDD-VA Relay: 711.**  
*A proud partner of the American Job Center Network  
 This project is 100% funded by an award from the U.S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) grant # AA-34799-20-55-A51 in the amount of \$117,356.00.  
 This award was made to Page County on behalf of Local Workforce Development Area 4 – Shenandoah Valley by the pass-through entity, the Virginia Community College System. No costs of this project are financed by non-governmental sources.*