



**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 reimbursement up to \$500 per eligible employee)

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 for at least 30 days 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: jhollen@vcwvalley.com
 Or mail to: SVWDB, c/o Joan Hollen, 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
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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.