

Workforce Retention Grant Documentation Form

A program must provide at least 50% of the staff retention payments to all eligible staff within 45 days of receiving the first payment from the grant. The remaining funds must be distributed to eligible staff within 90 days of receiving the staff retention funding.

Program Name:			Facility ID:		
Award Amount			<i>Directions: Please complete the table below to track the Staff Retention grant funds for your program.</i>		
Name of Staff	Date of 1 st Payment	Amount of 1 st Payment	*Date of 2 nd Payment	*Amount of 2 nd Payment	Unspent Funds
<i>Attach additional forms, if necessary.</i>				Total Unspent	

**if applicable*

