

# Workforce Retention Grant Documentation Form

Program Name:		Facility ID:	
Award Amount:		<i>Directions: Please complete the table below to track the Staff Recruitment Grant funds for your program.</i>	
Category	Expenses	Expense Description	Records Description
Provide recruitment sign-on bonuses for new staff who began after June 26, 2023 and are not eligible for the workforce retention grant payments			
Provide bonuses for staff who are otherwise not eligible for the retention bonus			
Provide referral incentives for existing staff who recruit new staff			
Pay for advertisement and marketing costs for staff vacancies			
Pay for recently hired (after June 26, 2023) staff benefit package costs (such as healthcare, paid time off, 401K)			
Pay for or reimburse costs for recently hired (after June 26, 2023) staff medical, criminal and child abuse clearances			
Pay for staffing services or 'headhunter'			
Pay a bonus for staff in a non-caregiving role who are recruited to a caregiving role			
Pay a bonus for Part-Time staff who transition to a Full-Time role			



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Category	Expenses	Expense Description	Records Description
Supplementing a retention payment to include a longevity bonus for existing staff who have been with the program 6 months or more			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
TOTAL			

