



NJ CERTIFIED

# Home Health Aide Career

*Train, Incentivize, and Empower CHHAs*

## Frequently Asked Questions

### Application Process

#### **What is the application process to become a program partner?**

The application requires detailed information about your training organization and employment practices. The project seeks to support training programs across New Jersey. The resources for the project are limited. Your application will be scored based on the information you provide. Ensure your application is complete and accurate and provide detailed information about your training organization and employment practices. Upon completion of your application, you will be provided with the next steps.

#### **How long will the partnership application process take?**

The approval process for the application may take up to 45 days.

#### **What qualifications do potential student candidates need to apply for the scholarship program?**

Applicants must be at least 18 years old, be a high school graduate (or have a GED), be able to pass a background check and be able to perform the essential duties of a certified home health aide (CHHA).

#### **How will CHHA training providers and licensed home care agencies be notified if they are selected to become partners in this program?**

Program partner applicants will be notified via email.

#### **Should our organization be concerned about the funding selection process taking longer than expected?**

No, your organization should not be concerned. We are reviewing and approving your application and the program grant.

## **Financial Information**

### **What is the funding source for this project?**

The funding is from the Money Follows the Person (MFP) Capacity Building grant under the New Jersey Department of Human Services Division of Aging Services and the Heldrich Center for Workforce Development at Rutgers University.

### **Can funding be used for other expenses besides childcare, transportation, and training?**

Yes, the funding is meant to serve the individual needs of the program participants and help ensure their success in completing the program.

### **How will funding be allocated to approved program partners?**

Selected CHHA training providers and employers will make upfront payments to CHHA students, mentors, and mentee participants according to a set schedule. Expenses will be reimbursed by grant funds through an invoicing process.

### **How and when will approved program partner employers be reimbursed for the incentive payment?**

Rutgers staff will work with our selected employer partners to secure contracts and provide instructions for submitting invoices to reimburse allowable expenses, including incentives paid to CHHA scholarship recipients. Contracted training and employment partners will be oriented to the reimbursement process. We expect complete, accurate invoices to be processed within 45 days of receipt of the invoice.

### **How will participation and receipt of funding affect our organization's tax reporting?**

We are not tax professionals, and we highly encourage you to speak with a tax professional regarding any tax-related questions you may have.

### **Who is responsible for CHHA training expenses?**

The grant provides resources to provide incentive payments to training participants as well as for employment retention milestones. The funding also supplements employers' training costs. More information is available in the application.

### **What is the incentive amount?**

CHHA scholars may receive up to \$300 in incentive payments during the training program and up to \$200 during the initial three months of employment. The incentives provide financial assistance for transportation, meals, childcare, and other expenses.

**Are the incentives considered taxable income?**

They can be, we advise that Individuals consult a tax professional to understand the implications of the benefits.

**What are the implications of increased income from the program's financial incentives?**

The increased income from the financial incentives has the potential to bring about various positive changes in the lives of the program's participants. However, some important considerations need to be considered. Some incentives are considered income and should be looked at as such. Please check with any programs or benefits you participate in to make sure this will not change your eligibility.

## **Program Requirements**

**What are the criteria for organizations to participate in the CHHA scholarship program?**

To participate in the CHHA scholarship program, your organization must have current approval from the New Jersey Board of Nursing to provide home health aide certification training and offer employment to successful training program participants.

**Can individuals who live outside of New Jersey participate in the scholarship program?**

Yes, individuals can live outside of New Jersey if they are willing to work as a certified home health aide in New Jersey.

**Do participating CHHAs have to work in clients' homes, or can they be employed in a facility?**

The scholarship program focuses on CHHAs that specifically work in people's homes.

**Is this program only open to English speakers?**

No, you do not have to be a native English speaker to be eligible for this program. We are willing to accommodate people who speak different languages and welcome the participation of individuals who can serve clients of other cultures and backgrounds.

**My organization provides training but does not employ CHHAs. Are we eligible to participate in the program?**

The pilot project has a limited timeframe to meet its training and employment goals, and, as such, training programs affiliated with licensed home health aide providers are given priority. We may be able to list your training program information on our website's resource page. To determine your eligibility, we request that you share your contact information with us via email at [chha@ejb.rutgers.edu](mailto:chha@ejb.rutgers.edu). Please provide us with your business name, location address, phone number, and email address in your email.

**Are CHHA scholarship recipients considered employees?**

No, not initially. Program partners are expected to hire CHHA program graduates who have met the employment requirements, including completing CHHA training and certification.

**Are there any in-person requirements for program partners selected to participate in the program?**

All communication with selected agencies will be conducted electronically via phone, email, Zoom, and/or Microsoft team meetings.

**Additional Program Information**

**What are wraparound services?**

Wraparound services are supports provided to remove barriers to entry into employment. Rutgers will provide funding to help with wraparound services such as transportation and childcare.

**What is the mentorship component of the program?**

The CHHA scholarship program has a mentorship component to provide additional support to new hires. CHHA employer partners will identify existing CHHA staff trained to provide ongoing coaching and mentoring of new hires during their first 12 weeks of employment on the job. Our mentorship program coordinator will work closely with your CHHA managers and supervisors to coordinate the selection of existing CHHAs for training as mentors and ensure effective communication to support your new hires during their most vulnerable time as new CHHAs.