



Frequently Asked Questions

Program Requirements

What are the requirements for organizations to participate in the Certified Home Health Aide (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.

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

The pilot program 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. To determine your eligibility and receive information about future collaboration opportunities, please share your contact information with us via email at chha@ejb.rutgers.edu. In your email, please include your business name, location, phone number, and email address.

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

All correspondence with chosen agencies will be carried out digitally through emails, Zoom, and/or Microsoft Teams meetings.

Application Process

What is the application process to become a program partner?

To apply for the program, you must complete the application form available on the Certified Home Health Aide Career program web page. The application requires detailed information about your training organization and employment practices. Your application will be scored based on the information you provide. A scoring rubric will be used during the program partner selection assessment process. Upon completion of your application, you will be provided with the next steps.

How long will the partnership application approval process take?

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

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.

Financial Information

What is the source of funding for this project?

Funding for this project comes 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.

Who is responsible for CHHA training expenses?

Grant funding for this project covers employers' training costs. The grant also provides funding for incentive payments to training participants and employment retention milestones.

How will students receive incentive payments?

Selected CHHA training providers and employers will make upfront payments to CHHA students, mentors, and mentee participants according to a set schedule. Please refer to the attached document for more information about payments and expenses.

(Placeholder for link to Upfront Payment Details Document)

How and when will approved program partner employers be reimbursed for the incentive payments?

Program partners will be reimbursed by grant funds through an invoicing process. Rutgers staff will work with our selected partners to secure contracts and provide instructions for submitting invoices to reimburse allowable expenses, including incentives paid to CHHA scholarship recipients. We anticipate that invoices, when received, will be processed and paid within 45 days.

What are the financial incentive amounts offered to students?

CHHA students may receive up to \$300 in incentive payments during the training program. The incentives provide financial assistance for transportation, meals, childcare, and other expenses. Upon completion of training and after 45 days of successful employment, CHHA students will receive \$100, and another \$100 after 90 days.

Can weekly financial incentives for students 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.

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

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

Are the incentives considered taxable income?

They can be; we advise that individuals consult a tax professional to understand the implications of the incentives.

Student Candidates

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

Applicants must be at least 18 years old, pass a background check, and have legal authorization to work in the United States.

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 CHHA in New Jersey.

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

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

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 the successful completion of the CHHA training and certification.

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.

Is this program open to immigrants and refugees?

Yes, as long as they have legal authorization to work in the United States.

What documents are required for immigrants and refugees to work in the United States?

Depending on the employer and the nature of the job, additional documents may be required, including:

- Employment Authorization Document (EAD) - Also known as a work permit to legally work in the United States. To apply for an EAD, individuals typically need to submit [Form I-765](#) (Application for Employment Authorization) to U.S. Citizenship and Immigration Services.
- Visa or Immigration Documents - Immigrants and refugees may need to present their visa or immigration documents to employers as proof of their legal status in the United States. Refugees may have to complete [Form I-9](#) (Employment Eligibility Verification Form), which is used by employers in the United States to verify the identity and work authorization of individuals seeking employment.
- Social Security Number - Generally required for employment in the United States. To apply for a [Social Security Number](#), individuals would need to visit a Social Security Administration Office and provide proof of identity, immigration status, and work eligibility.

Mentorship and Skills Enhancement

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 experienced and trained staff 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. The mentorship program focuses on young adults, immigrants, and refugees.

What are some other basic job readiness skills that would be helpful for applicants to be considered “work ready”?

Being work ready typically refers to possessing the necessary qualifications, skills, and readiness to begin providing home health care services to clients. This may include but is not limited to:

- **Certification** - CHHAs must successfully complete a state-approved training program and pass a competency evaluation to become certified.
- **Skills** - CHHAs need a range of skills to provide effective care to clients in their homes. These skills may include assisting with personal hygiene, administering medications, providing basic medical care, assisting with mobility, and performing basic household tasks.
- **Computer and Workplace Literacy** - Basic computer skills, such as word processing software, email, and Internet navigation, are helpful to possess. Also being aware of and understanding workplace norms and expectations.
- **Professionalism** - Being work ready also involves having a professional attitude and demeanor. This includes being reliable, punctual, and compassionate in interactions with clients and their families.
- **Legal Compliance** - CHHAs must comply with all applicable laws, regulations, and ethical standards governing the provision of home health care services. This includes following state licensing requirements and adhering to care plans developed by healthcare professionals.

Overall, being work ready as a CHHA means having the necessary skills, knowledge, and professionalism to provide safe, effective, and compassionate care to clients in their homes.

Are there any recommendations of resources where one would be able to obtain these work ready skills in New Jersey?

Yes! In New Jersey, there are various resources available to anyone wanting to improve their skills. Here are a few recommendations:

- **One-Stop Career Centers** - New Jersey has a network of career centers that offer a range of employment training services to job seekers, including résumé writing, interview preparation, career counseling, and skills assessment. Check out the [New Jersey Department of Labor and Workforce Development](#) website for more information.

- Nonprofit Organizations - Many nonprofit organizations in New Jersey provide job readiness and training programs. These programs may include English language instruction, vocational training, job placement assistance, and supportive services.
- Community Colleges and Vocational-Technical Training Centers - Many community colleges and vocational-technical training centers in New Jersey offer programs and courses designed to help individuals acquire new skills or enhance existing ones.
- Online Resources - There are numerous online resources available for job readiness and training. Websites such as Coursera, Udemy, and LinkedIn Learning offer online courses in various subjects, including technical skills, healthcare, and language learning.