Workforce Tuition & Relocation Reimbursement Program

Application

Dunn County Job Development Authority
Bridging People and Opportunities

General Information
Applicant Name:
Organization Name:
Physical Address:
Mailing Address:
Phone:
Email:
Funding Request: $

Position Information
Position Hiring for:
☐ Degree ☐ License ☐ Certification

Workforce Tuition & Relocation Reimbursement Program Checklist of Requirements	
☐ Application	☐ IRS W-9 Form
I hereby declare that all the above provided information is correct and accurate to the best of my knowledge. I agree to the terms and conditions outlined.	
Applicant Signature:	
Applicant Name:	
Title:	
Date Submitted:	
Application is to be filled out in its entirety. All requested information will be used to process the application. The cehcklist should also be completed prior to submission. Please do not leave any blank areas. If it does not apply to you, please draw a line through that section. All receipts must be submitted prior to reimbursement.	
Carie Boster, Executive Director:	
Approved on:	

Workforce Tuition & Relocation Reimbursement Program

Checklist

For Internal Use Only
Name of Applicant/Business:
Date Application Received:
Eligibility Checklist
☐ Position must be on the high-need and emerging occupation list
☐ Located in Dunn County
☐ Application submitted and approved prior to hiring
Approval
Application Approved by Dunn County JDA: _____ / _____ / _____
Funding Amount Approved: $
Notification of Funding: _____ / _____ / _____ Send MOU with notice of funding.
☐ Signed Memorandum of Understanding
☐ Add Business and Applicant Information into the Master Incentive Tracker
Upon Business Hiring
☐ File Application submitted by employer and employee
☐ File eligible receipts (Relocation Reimbursement) or proof of unpaid debt (Tuition Reimbursement)
☐ Update Master Incentive Tracker with employee's information:
Name:
Start Date:
Amount Committed/Funded: $
☐ Probation Free Date (60 days from start): _____ / _____ / _____
☐ Final Verification Date (3 years from start): _____ / _____ / _____
Employment Verification and Disbursement of Funds
☐ Reach out to employer at employee's probation free date: _____ / _____ / _____
☐ Send documents to employer and file signed copies:
☐ Business Incentive Agreement (Workforce Tuition or Relocation Reimbursement)
☐ Employment Verification Form (60 days)
☐ Sample Payback Agreement for employer use only
☐ Disbursement of funds $_____ upon receiving all signed paperwork
☐ Update Master Incentive Tracker
☐ Funding Date: _____ / _____ / _____
☐ Amount Funded: $

Post Disbursement of Funds
☐ Year 1 Employment Verification Form Signed: _____ / _____ / _____
☐ Year 2 Employment Verification Form Signed: _____ / _____ / _____
☐ Year 3 Employment Verification Form Signed: _____ / _____ / _____
☐ Update Master Incentive Tracker Upon Completion