HCAP
HEALTHCARE CAREER ADVANCEMENT PROGRAM

MONTHLY REIMBURSEMENTS

Q: **How can I apply for monthly reimbursements?**
A: If you qualify, fill out an application and send in your receipts for approved costs like food, transportation, childcare, or health insurance. You can get the application from your facility's HR department. Email the application each month to the address for your facility below along with receipts/documentation.

- MediLodge (by the 25th of each month): WFSTgrant@prestigehcm.com
- Villa (by the end of each month): MIGrant@omniahcg.com

Q: **Who qualifies for the $350 MediLodge monthly reimbursements?**
A: Full-time staff making under $28.12/hour who have worked at least 60 days.
Not eligible: RNs, LPNs, part-time, PRN, managers, salaried employees, agency, or regional staff.

Q: **Who qualifies for the $300 Villa monthly reimbursements?**
A: Full-time non-management staff making under $26/hour who have worked over 90 days.
LPNs and RNs can receive a smaller bonus of $225.
Not eligible: part-time, PRN, managers, salaried employees, agency, or regional staff.

Q: **What things can I be reimbursed for?**
A:

- Transportation expenses including:
- Auto repairs, maintenance, gas mileage to and from work, Uber/Lyft, and public transportation.
- If you give someone gas money to give you a ride to work, get the receipt for the gas and use that receipt for your reimbursement.
- Villa only: car insurance or auto loan payment receipts may be submitted.
- MediLodge does not allow auto loan repayment or auto insurance receipts to be used for reimbursement.
- Grocery expenses:
- You are required to keep household items, alcohol, and tobacco separate from food items, as we will only reimburse you for food items. We also recommend taking a picture of the receipt immediately so that you have it, and the ink is still fresh on it.
- Childcare expenses:
- You can be reimbursed for daycare, family friends, nannies, or trusted individuals. Receipts are required. You can get a receipt book from any office supply store, some dollar stores, and most word processing programs have blank invoice templates that you can use for receipts if you pay a family friend or trusted individual to care for your children.
- Health insurance premium reimbursement:
- You may use check stubs or original enrollment paperwork for your insurance as your receipts.
- Villa only: You may use receipts for prescription costs and doctor visit copays.
- MediLodge does not allow reimbursement for prescription and doctor visit copays.

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Q: **Do I have to apply every month?**
A: Yes, you must apply each month to receive reimbursements for that month.

Q: **What information will be shared with the State of Michigan?**
A: No personal information will be shared with the State of Michigan. We only collect your information for our auditing purposes.

Q: **Will these reimbursements affect the benefits that I receive through the state of Michigan?**
A: Program funding is used to reimburse costs for items workers have already paid for out of pocket. As the amount may vary month to month, this is something that workers should discuss with their State of Michigan DHS case worker.

Q: **Are these reimbursements taxable?**
A: Monthly reimbursement payments are included in taxable income. They will be taxed just like your regular pay and should show up on your W2 just like your regular pay. Any questions regarding these benefits and their taxability should be discussed with a tax professional. Also please see the link below for any other questions.

https://www.irs.gov/publications/p525