

## **JOB DEVELOPMENT/LIFE ENHANCEMENT FUND**

A Job Development Fund has been established for Independent Providers (IP's). IP's shall be reimbursed from this fund a maximum of \$350.00 per calendar year for the cost of tuition and texts (but no other materials) to attend programs or courses of education and training. Please note the following conditions:

- a) The program or course must be done while on off-duty status.
- b) Prior to enrolling in the program The Independent Provider must submit to the Public Authority an application on a form provided by the Public Authority listing the name of the program or course, the instructor(s) and the dates of attendance. This application form must be submitted no less than thirty (30) calendar days prior to the beginning date of the course or program. The Public Authority will review the application and notify the Independent Provider of approval or disapproval within ten (10) working days following receipt of the application.
- c) The Independent Provider must both begin and successfully complete the program or course while employed by a Consumer or while actively on the Registry.
- d) Upon Completion of the program or course, the Independent Provider must submit to the Public Authority a request for reimbursement together with any receipts for tuition and texts accompanied by a copy of the school grade report or a certificate of successful completion.
- e) Should the amount dedicated to the Job Development Fund be exhausted in any given year, further applications will not be accepted that year. For purposes of this Section a year shall be considered January 1, through December 31.