

RI Work Immersion Program for Unemployed Adults
~ Instructions ~

Application and Pre-Approval Process (prior to the temporary work experience)

This process is to determine the eligibility of the participant and business and the appropriateness of the temporary work experience.

- Step 1 Participant completes Part I.
- Step 2 Provider of pre-employment services completes Part II.
- Step 3 Participant brings Parts I and II to the employer
- Step 4 Employer completes Part III and W-9 form
- Step 5 Employer submits Parts I, II, III, and W-9 form to the Governor's Workforce Board.
- Step 6 Governor's Workforce Board reviews Application and Pre-Approval form and notifies participant and employer of eligibility to participate in Work Immersion within two weeks or less.

Evaluation and Wage Reimbursement Process

This process is to evaluate the results of the Work Immersion program and to obtain necessary documents for wage reimbursement.

- Step 1 Employer completes Part I
- Step 2 Participant completes Part II ***prior to completion of the temporary work experience.***
- Step 3 Employer submits Parts I and II and applicable time sheets and payroll records for the temporary work experience to Governor's Workforce Board.
- Step 4 Governor's Workforce Board reviews evaluation forms and payroll records, and 50% wage reimbursement is paid within 30 days.

If participant is hired permanently:

- Step 5 Employer submits additional payroll records to indicate that participant was hired and retained for twelve weeks beyond the last date of the temporary work experience.
- Step 6 Governor's Workforce Board reviews additional payroll records, and additional 25% wage reimbursement is paid within 30 days.