



THE APPLICATION PROCESS

- Meet with BridgeValley to determine the objectives of the internship.
- Submit a position description to BridgeValley that will be distributed to students. Resumes will be sent to you.
- Interview and select your interns. Inform the candidates that the position is contingent on grant approval (if that is the case).
- Submit the following to BridgeValley:
 - Letter of Support
 - MOU
- We will prepare and submit a grant request to a committee at the Community & Technical College System of WV who meets once per month.
- If the grant request is approved, you will receive an award letter with amount that has been set aside for your reimbursement and the effective dates of the grant. Once the award letter is received the intern can begin working.
- To receive reimbursements, just email us an invoice along with the student's payroll records. You can do this as frequently as you like, but at least once a month.



TOP 10 FREQUENTLY ASKED QUESTIONS

- **How long does it take to receive reimbursement?**
Please allow up to 30 days.
- **How often can I submit for reimbursement?** Please submit invoices monthly.
- **What is needed for reimbursement?** An invoice, payroll records for the student, your award letter.
- **What exactly is reimbursed?** 50% of the intern's base hourly wage for actual time worked is reimbursed. The grant will not reimburse for background checks, drug screening, PPE, associated employment taxes and fees (workers comp, unemployment, ect...), overtime pay, shift differentials, holiday pay, vacation/sick pay, bonuses, commission, mileage pay, ect...
- **If the intern isn't a good fit, can I select someone else?** Absolutely!
- **Is there a minimum hourly wage the intern must be paid?** Yes. The intern must be paid at least \$15 per hour.
- **How long is the internship?** The internship can be any length up to 3 years as long as the intern is enrolled in classes. Interns can work through the summer as long as they were enrolled in the previous Spring semester and the upcoming Fall semester.
- **Can a student work more than the hours per week budgeted for?** Yes, but your reimbursement will be limited to the number of hours per week listed in the MOU.
- **Can I add additional students during the Learn & Earn grant period?** Yes, but an additional grant will need to be submitted. The budget for your Learn & Earn is set up front, so adding additional students would overspend the budget.
- **Will I need to write the grant?** No. BridgeValley will prepare and submit the grant request.

Interested in participating? Please contact
CareerServices@bridgevalley.edu