

## TEACH Scholarship Paperwork Flow

1. Potential recipient inquires with interest in Scholarship
2. TEACH follow-up with call/email to gage readiness and go over application materials and general scholarship outlines
3. TEACH sends potential recipient Application materials
  - Complete application packet includes fully completed paperwork, including all required signatures plus most recent pay stub
4. Application reviewed (and if accepted moves to 5)
5. Acceptance Packet e-mailed to recipient and employer  
Recipient packet includes:
  - Recipient Acceptance Letter
  - Contract
  - W-9
  - Recipient Responsibilities Agreement Form - Updated May 2018
  - Voluntary Quit Policy
  - Grade Release Authorization Form
  - Paperwork Flow Description
  - Pre-Authorization Request Form and Instructions sheet
  - CCV Agency/Employer Payment & VTAEYC Charge Approval Form (2 sided), with instructions
  - Form B – Reimbursement Claim Form and Instructions sheet
  - Release Time Q & AEmployer packet includes:
  - Director Acceptance Letter
  - Copy of Recipient Acceptance Letter
  - W-9
  - Paperwork Flow Description
  - Release Time Q&A
  - Form C Release Time Reimbursement Claim form and Instructions sheet
6. Semester beginning: **(g-i to occur no more than 30 days after first day of classes)**
  - a) At least two weeks before class registration opens, Recipient submits to TEACH Pre-Authorization Request Form with requested classes
  - b) TEACH fills out CCV Agency/Employer Payment and VTAEYC Charge Approval forms (double-sided sheet) and mails to recipient
  - c) Recipient signs CCV Agency/Employer Payment Form and submits to CCV local office
  - d) Recipient registers for classes
  - e) CCV sends Registration Statement to recipient
  - f) Recipient purchase books (if necessary)
  - g) Recipient fills out Form B Reimbursement Claim using tuition information from CCV Registration Statement and book receipts
  - h) Recipient mails completed Form B, with attached copies of CCV Registration Statement and book receipts to TEACH
  - i) TEACH will file claims for tuition, travel and books
7. During Semester:
  - a) Each week employer and recipient track release time hours on Form C
  - b) Recipient and employer should make at least one connection with TEACH Counselor during semester to update progress, successes and troubleshoot any challenges
  - c) Recipient and TEACH begin with next semester paperwork submissions as outlined in 6.
8. Semester Close: **within 30 days of last class**
  - a) Recipient submit copy of grades report
  - b) Employer submit completed, signed Form C - Release Time Reimbursement Form