

State Training & Employment Program (STEP) CNA Training Funding Guidelines

Orientation and Q&A
August 2 & 11, 2023

Advancing Healthcare
for Alaska



AHHA received STEP funding to support training CNAs between July 1, 2023, and June 30, 2024.

Facilities are encouraged to utilize the “employment first” model of hiring trainees in a non-licensed role and paying them for work and training hours while they complete training, although **wages to a trainee are not eligible expenses for reimbursement.**



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Programmatic Criteria

TRAINING

The facility must provide a state-approved CNA training program, either in-house or through an outside training program.

COMPLETION

Reimbursement not contingent upon passing the certification exam, but employers are expected to support trainees in completing training, applying for certification, and passing the exam.

REIMBURSEMENT

The grant will reimburse up to \$3,000 of eligible expenses per participating trainee.



Changes

AHHA received less funding than requested, and less than last year.

How funds are being allotted

Maximum support was determined based on number of participating facilities in FY23, allowing for the addition of new participants.

Maximum support


Funding can support 6 trainees per participating facility; maximum of \$3,000 per student to be reimbursed.

Change in reimbursable expenses

Wages paid to a trainee for work or training hours are no longer an eligible reimbursable expense.

Assessing programmatic data in early 2024

It may be determined that sites with capacity and interest can be allotted additional funds in order to train as many CNAs as possible and expend STEP funding before June 30.



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Nurse Aides (CNAs) in the
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Eligible Expenses

- Coordinator's time to support trainees
- Cost of training (expenses related to training in-house or tuition paid to an external program)
- Training supplies
- Textbook/workbooks
- BLS / CPR training costs
- Background check / fingerprinting / drug screen fees
- Certification exam / certification fees

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Start a career in healthcare
and find inspiring work
helping others.



Participation To-do List

- Submit a Facility Participation form
- Recruit CNA trainees
- Submit a STEP Participation Form for each CNA trainee
- After training, complete an online Reimbursement Request for each trainee indicating expenses and progress



<https://www.alaskacna.org/>

CNA FAQs

Training

Jobs

CNA Champions

For Employers

We Love Our #CNAChampions

"Being a CNA is a lot of work and sometimes long hours but when you walk out that door you know you made a difference in someone's life."

- Jim, Anchorage

CNA Champions

CNA Earn & Learn Reimbursement Request

This form is to request reimbursement for expenses associated with training and certification for an individual CNA trainee. Eligible expenses must be based on the actual cost associated with supporting and training the specific CNA trainee named on this form.

Facility/Trainee Information

Name of Participating Facility *

Mailing Address

Name of CNA Trainee *

Eligible Expenses

List eligible expenses to be reimbursed on a per student basis - **a separate reimbursement request must be submitted for each CNA trainee**. Please provide the amount of each eligible expense, the total of all expenses, and also the total reimbursement requested (maximum of \$3000 per CNA trainee). Receipts are not required to be submitted, but AHHA reserves the right to request detailed accounting and receipts. For costs shared among multiple CNA trainees, calculate a per student cost.

In-house Training cost per trainee

External CNA Training Program Tuition & Fees

Other Training Expenses

CNA Training Supplies

Submitting a Reimbursement Request

- Please use online form if possible
- Submit a separate request for EACH trainee
- Even though training costs might exceed \$3000, only enter amounts to total \$3000
- Receipts are not required, but please keep them on file and AHHA reserves the right to request them
- Including a short training report narrative or success story is very appreciated

<https://app.smartsheet.com/b/form/dd831da8e3d84224bb4114dc09dcb328>

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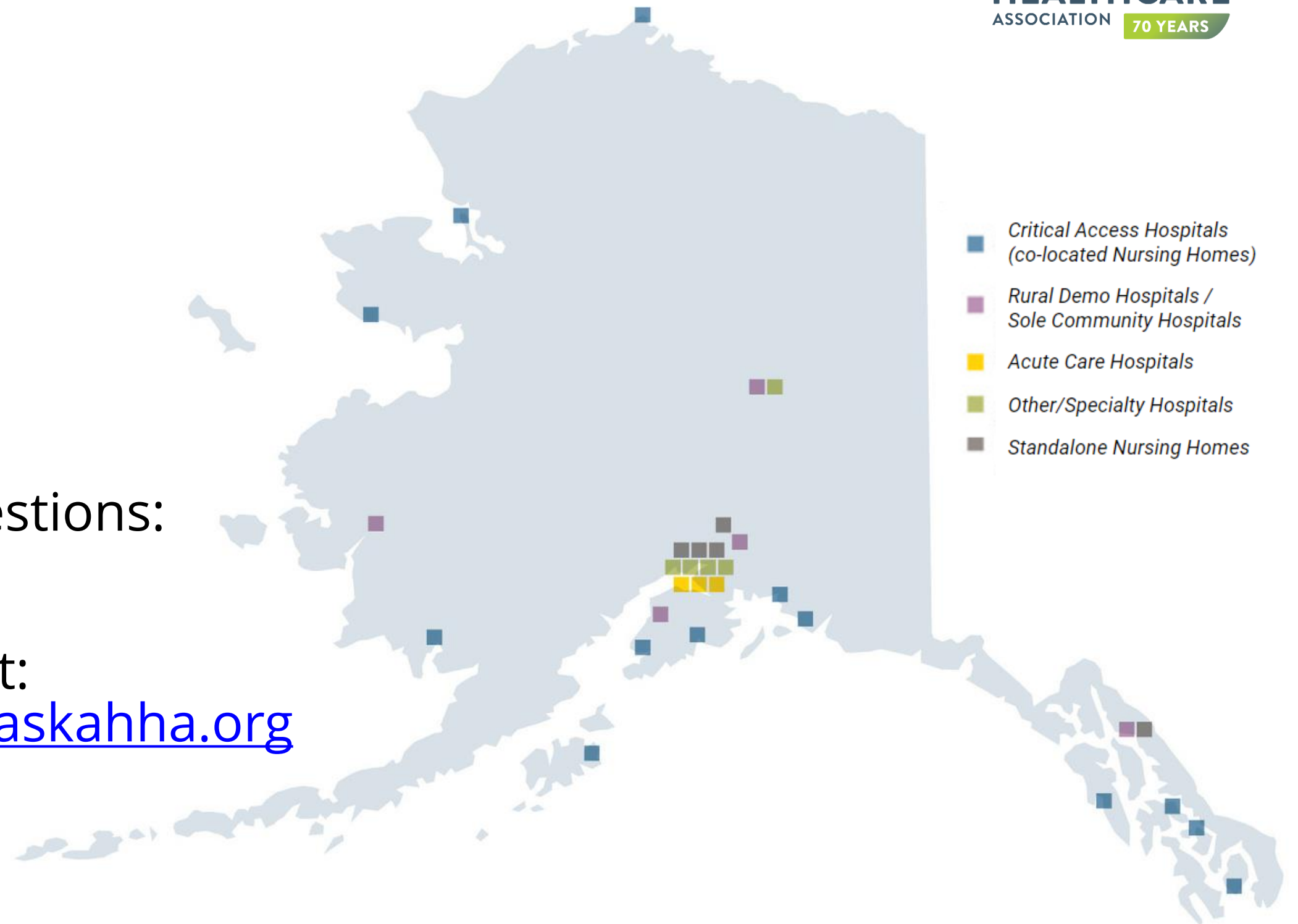


Questions or Comments?

AHHA Staff Contacts:

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