

Do I Qualify For A Reimbursement?

- Do you work for a Title 5 program?
- Did you complete the leadership coursework/training/conference between **July 1st, 2018** and **December 31st, 2018**?
- Did you pay for it out of your own pocket?
- Do you have documentation of the payment?
- Do you have documentation of completion such as transcripts or certificates?

If you answered YES to all of the above, then complete the application to receive a reimbursement.

Application Checklist

- Applicant Information Form (p.3)
- Employment Verification (p.4)
- Leadership Training Cost Estimate Form (p.5)
- Signed W9 form

Proof of payments for coursework/training must be submitted by **December 31st, 2018.**

Proof of coursework/training completion must be submitted by **December 31st, 2018.**

Late applications will not be accepted. Email/mail/fax/hand-deliver completed applications to:

Giang Le, ELS Specialist
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San Jose, CA 95131
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Phone: (408) 453-4331