

Reimbursement of Expenses Guidelines

The Working Mind, Mental Health First Aid and Nonviolent Crisis Intervention™ Training Programs

Reimbursement of Expenses Guidelines (2024-2025)

There are funds available from the Department of Seniors and Long-term Care to support training for the delivery of **The Working Mind Program (TWM)**, **Mental Health First Aid (MHFA)** and the **Nonviolent Crisis Intervention (NCI) programs** (Verbal Intervention and Nonviolent Crisis Intervention). Organizations are entitled to apply for reimbursement of backfill staffing coverage for direct care staff members.

Applications for expense reimbursement will be approved subject to budget availability and will consider equal distribution across the sector.

Funding is available on a bill-back basis and is intended to cover staffing backfill expenses, inclusive of benefits, for direct care staff only. **MERCs** (Mandatory Employer Related Costs) is to be reimbursed with all participants' supports. Backfill staffing costs will be approved per the Department of Seniors and Long-term Care Average Salary Range for the sector. Backfill staffing costs will be reimbursed for the actual length of the training session.

Process:

Request for reimbursement of expenses will be submitted by the **Organization** to the **Health Care Human Resource Sector Council** for approval as follows:

1. Organizations will complete the Training Claims Submission Form located on our website (please note our website is being updated but currently shows our previous name) <https://hcsc.ca/training-and-development/training-claims/>
2. All Reimbursement forms must be completed in full, including the facility/Organization, participant name, position, union or non-unionized workplace, hourly rate, training location, and date.
3. Organizations **MUST** make their requests for reimbursement must within **two (2) weeks after the training date**.
4. Individual participant claims will NOT be accepted.
5. Reimbursement will be sent to the Organization via Electronic Fund Transfer payments **within 14 days** of submission and approval of the Reimbursement Form.
6. Questions can be forwarded to Joanne Jones, at finance@hcsc.ca.

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