

Johnson County Wage Enhancement Program Enrollment and Request for Reimbursement Process

Application Process

- A center must submit an application for enrollment into the Wage Enhancement Program. Applications will be submitted electronically to Johnson County Social Services at: socialservices@johnsoncountyiowa.gov.
- Johnson County Social Services will email notification of Center eligibility within 15 business days of receiving the completed application.
- After a Center receives email notification of approval for the Wage Enhancement Program, the Center may begin inviting eligible employees to complete the staff application for the Wage Enhancement Program.
- The Center Director/Administrator will collect and submit staff applications electronically to socialservices@johnsoncountyiowa.gov.
- Johnson County Social Services will email notification of staff eligibility to both the Center Director/Administrator and the applicant.

Billing Process

- After employees have been approved, the Center is eligible for reimbursement for the wage enhancement of up to \$2.00 per hour for full time employees. The Wage Enhancement must not supplant the WAGE\$ Program. If an employee is eligible for or enrolled in the WAGE\$ Program and their wage is over \$17.99 they will only be eligible to receive a wage enhancement that would bring their wage to 19.99 in order to remain eligible for WAGE\$. For example, if an employee enrolled in WAGE\$ is earning \$18.50 and is approved for the Wage Enhancement Program, the wage enhancement would not exceed \$1.49.
- A Center may begin receiving reimbursement for wage enhancements at the beginning of the first pay period following notification of an employee eligibility. Reimbursement will begin after the employee's wages have been increased.
- The Center must submit a monthly billing invoice using the template provided by Johnson County Social Services. The monthly invoice will include all pay roll dates for the month including dates of payment and dates covered during the pay period. The billing invoice must be submitted by the 15th of the following month.
- The County will issue reimbursement within 20 business days following receipt of the invoice.
- The Center is responsible for notifying Johnson County Social Services of any changes in employment status for participating employees including, but not limited to, changes in hours, wage, and position. If an enrolled employee's hours average less than 32 hours per week for more than two consecutive months a review will occur to determine continued eligibility.
- Employees ineligible for the Wage Enhancement Program include; part-time (less than 32 hours/week), temporary employees, staff funded through the Statewide Voluntary Preschool Program, Before and After School Program Staff, support staff such as janitorial, kitchen and office personnel.

Reporting Process

- The Center will complete and submit quarterly reports using the template provided by Johnson County Social Services. Reports are due no later than July 20, October 20, January 20, and April 20. Report will include information from the preceding three months.

Reporting Period	Report Due
July – September	October 20
October – December	January 20
January –March	April 20
April – June	July 20

A Center that is not in program compliance will be presented with a corrective action plan and will be provided with the opportunity to achieve compliance. A Center that is unable to reach or sustain program compliance may be removed from the Wage Enhancement Program with a minimum of 30- day notice.