

High School Apprenticeship Challenge

2022-23 Host Organization Document Checklist

The following items are required for the MLSC to reimburse host organizations. Please read carefully as missing information or incorrectly completed documentation can result in delayed payment. Reimbursement will be sent to organizations via electronic fund transfer within 15-20 business days of receiving all required documentation as set forth below.

Organization Documents:

- Certificate of Good Standing from the MA Secretary of the Commonwealth (companies only – upload to application).
- Certificate of Good Standing from the MA Department of Revenue (companies only – upload to application).
- Electronic Fund Transfer (EFT) Authorization Form. This MLSC form provides current bank account information (upload to application).
- Recently signed and dated W-9 tax form with current address (upload to application).

Intern Sponsorship Agreement:

Prior to the intern's start date, host organizations are required to upload a signed Agreement to their online application that includes the names of each intern for which they intend to request reimbursement. The Agreement template is available for download in the application.

Intern Offer Letter(s):

Prior to the intern's start date, host organizations are required to upload to their online application an offer letter for each intern hired. It should be signed by both the host organization and the intern and include the starting date, pay rate, projected end date, and explicit mention of the employment being an internship.

Reimbursement Summary Form:

Submit (via email) a scan of the Reimbursement Summary Form (Excel spreadsheet template provided by MLSC) which details the hours worked by the intern(s) and calculates the amount reimbursable. This document must be signed by a representative of the host organization and must accurately represent the hours worked and amounts paid to the intern. This document will serve as the invoice.

- Only **hours worked** are reimbursable. Therefore, any amounts paid to the intern(s) for “holiday” or “vacation” hours will not be included in the amount requested for reimbursement. “Jury Duty” and “sick” hours are reimbursable, but only if paid as required by law.
- Host organizations may only request reimbursement for hours at the **maximum pay rate of \$15 per hour**. All hours paid at a rate over \$15/hour, including overtime, will automatically be calculated for reimbursement at the maximum rate.

Proof of Payment:

Official documentation of amounts paid to the intern(s) can be in the form of **copies of pay checks, pay stubs, payroll registers, or earnings statements**. It is preferred that such documents are generated by a third-party payroll service (e.g. ADP, Paychex, Intuit Payroll, etc.). Proof of payment must show the host organization name, intern name, the date payments were made, and the gross amount paid.

Reimbursement Summary Form with proof of payment must be scanned and e-mailed to internship@masslifesciences.com **NO LATER THAN June 30th 2023.**