

## High School Apprenticeship Challenge

### 2023-24 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 25 business days of receiving all required documentation as set forth below.

**Organization Documents** (dated within past calendar year):

- Certificate of Good Standing from the MA Secretary of the Commonwealth.
- Certificate of Good Standing from the MA Department of Revenue.
- Electronic Fund Transfer (EFT) Authorization Form (MLSC template provided).
- W-9 tax form with current address.

**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. Reimbursement cannot be processed until the Agreement and any Amendments are fully executed.

**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 as an internship. Reimbursement cannot be processed until all offer letters are submitted and approved by MLSC.

**Reimbursement Summary Form:**

Submit via email the Reimbursement Summary Form 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 must request reimbursement for hours at the **maximum pay rate of \$15 per hour**. Any 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, reflect federal and state taxes, and the gross amount paid** (as indicated on the reimbursement summary sheet).

**Reimbursement Summary Form with proof of payment must be e-mailed to [internship@masslifesciences.com](mailto:internship@masslifesciences.com) **NO LATER THAN June 30, 2024.****