

## Internship Programs

### 2025-26 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 host organizations via electronic fund transfer within 25 business days of receiving all required documentation as set forth below.

- Host Organization Documents** (dated no earlier than 6 months prior to the submission & uploaded to application):
  - Certificate of Good Standing from the MA Secretary of the Commonwealth (companies only).
  - Certificate of Good Standing from the MA Department of Revenue (companies only).
  - Electronic Fund Transfer (EFT) Authorization Form (MLSC template provided).
  - W-9 tax form with current address (signed and dated).
  
- 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 all interns for which you intend to request reimbursement. The Agreement template is available for download in the host organization's application. If applicable, Amendments to this Agreement that identify names of interns added to or removed from the Agreement will also be required. 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 must be signed by both the company and the intern and include the starting date, pay rate, anticipated end date, physical location of the internship and explicit mention of the employment as an internship. Reimbursement cannot be processed until all offer letters are submitted and approved by MLSC.
  
- Proof of Payment:**

Official documentation of amounts paid to the intern(s) can be in the form of 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.). If using an internal payroll system in which payroll is not processed by a third party, additional support in the form of signed weekly timesheets will be required. Proof of payment must show the host organization name, intern name, dates payments were made, detailed hours worked, and the total gross amount paid. Interns must be W-2 employees paid at a frequency that is in accordance with Ch. 149, Sec. 148 of the MGL, and payroll documentation must reflect all applicable state and federal employment taxes.
  
- Reimbursement Summary Form:**

Submit the Reimbursement Summary Form (can be downloaded from the application on our MLSC account) which details the hours worked by the intern(s) and calculates the amount reimbursable and Proof of Payment by **uploading these documents to the application on your MLSC account (on the same tab where you selected the intern)**. This document must be signed by a host organization representative and must accurately represent the hours worked and amounts paid to the intern. This document will serve as the invoice. Please upload all documents to the organization's online application (same tab where interns were selected and hired).

  - 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 up to the regular hourly rate paid or the **maximum pay rate according to each program**, whichever is less. All hours paid at a rate over the maximum allowed/hour will automatically be calculated for reimbursement at the maximum rate. Any overtime hours will be calculated for reimbursement at the regular – not overtime – rate, provided that the regular rate is not over the maximum allowed/hour. Interns must be paid at least \$18 per hour (college students) and minimum wage for high school students.
  
- Post-Internship Survey:**

Completion of the post-internship employer survey is required prior to release of funding. The link to the survey can be found on the Reimbursement Summary Form's certification page and reimbursement section on your MLSC account.