



## HireNow Grant FAQs

### Amount of Grant

#### Is the grant for \$4,000 or up to \$4,000?

The grant is a flat rate for the full \$4,000. Companies will either receive the full amount for a new hire or will not be approved.

#### Do we need to keep records that show how we spent the money?

The documentation requirements are vague, but all expenses must be associated directly with a new hire. We suggest keeping a narrative on how the money is spent for each new hire so that the information is available in the event of an audit.

### Uses of the Grant

What are some general ways that companies can spend the HireNow money?

Onboarding	Recruiting	Training	Compensation	Benefits
Developing an onboarding program	Paying for recruiter fees and job posting fees	Conducting training that will be beneficial to the new hire	Developing a hiring incentive program	Developing a tuition reimbursement program to upskill employees.

### Recruiting

Can we use the money towards advertisements for recruiting?

Grant funds can be applied to advertising and job posting expenses. We recommend keeping track of these expenses as they apply to a new hire.

**If we hire *AIM HR Solutions* or another company to do our recruiting for us, can we apply these expenses to the grant?**

Yes, fees paid to a recruiter would be reimbursable under the grant.

**Can you use grant funds to pay for a career fair?**

Yes, as long as the expense is applied to a qualified new hire.

**Can we use the money to get support for job descriptions and deciding how much to pay the new employee?**

Yes. You can apply the time that your team spends developing a job description for a new position or you can hire a consultant to create job descriptions for you as long as they apply to a new hire that starts between March 23 – December 31, 2022.

**Training**

**We have AIM HR Solutions provide sexual harassment training for all of our employees, would this be covered by the grant?**

Maybe. The HireNow grant applies to new hires so it is possible that you could use the grant funds to pay for this training. Also remember the Express Grants that are available and can also be used to cover sexual harassment training in addition to over 70 other programs that we offer.

**Can we use the money to create a supervisory skills training that includes new hires and current employees?**

The HireNow money is only for new hires so the money can be used to train new hires. We encourage you to also check out the Express Grant. Supervisory courses are eligible for the Express Grant through AIM HR Solutions. Check out the AIM HR Solutions training calendar [here](#) that includes information on the Express Grant.

**Can employers use the money for on-the-job training?**

Yes, you can use the money for on-the-job training. Our recommendation is to document what that means. For example, the money is meant to offset the time of the manager who needs to work one-on-one with the employee.

**Can we use the costs of a “Train the Trainer” program even if the money was spent prior to the start date of the program?**

No, only costs associated with the hiring of individuals between March 23, 2022 and December 31, 2022.

**We have a temp to perm model. Can the agency time qualify as training?**

No, the individuals would need to be a W-2 employee to be covered by the grant.

## Eligible Employees and Companies

**What are the dates that this will apply for new hires?**

The grant covers new hires between March 23, 2022 and December 31, 2022.

**Does the company have to employ a minimum number or maximum number of employees to be eligible?**

No, there is no employee minimum or maximum.

**We have one location in MA and employees in several other states. Can the grant be used for something that will benefit all employees or just the MA employees?**

The grant will only cover individuals who live and work in MA.

**If we obtain a temporary employee through an agency and they remain on the agency payroll for our 90-day probationary period, once we hire the employee, can we include the agency fee as an expense?**

The employee must become a new hire on your payroll during the eligibility period. Once that provision is met, you can include the agency fee for recruitment as your hiring expense.

**We have co-op students that we hire to work every other week during the school year. Can we use the funds for these individuals when they move to full-time in the summer?**

No since they are not a new W2 employee to that company

**What if we hire someone from a different state and they move to MA. Would they count towards the grant?**

The employee must be MA resident by date of hire

**Our company has a MA facility and is in the process of moving to a new MA facility. Would we still qualify?**

Yes, as long as you have a physical MA business address. An employee's home office does not qualify.

**If another company has received the grant for an employee, but then that employee leaves and is hired elsewhere, would the second company still be eligible to get the grant for that employee?**

Yes, but you would not be able to claim that individual more than once if they were hired and then left and rehired by your organization.

**Are seasonal employees eligible as long as they work 60 days?**

Yes, as long as the employees also works 30 hours per week. **Do hybrid remote workers qualify?**

Yes, as long as the individual lives and works in MA and you have a physical MA business address.

**Do seasonal workers qualify?**

Yes, as long as the new hire works at least 30 hours per week and remains employed for at least 60 days.

**Should we register individuals who are scheduled but may not end up being 30 hours?**

You can register the employee at time of hire, but if they do not meet the 30-hour threshold, you just wouldn't move on to the next step for that employee to confirm their eligibility and wouldn't be able to collect the \$4,000.

**If we have an employee who transitions from part-time (under 30 hours) to full-time, would they be eligible?**

These individuals would not be eligible since they are not a new W2 employee to that company.

**Referral and Retention Bonuses**

**Can funds be used as retention bonuses for existing employees?**

No, the funds are meant to allow employers to quickly hire and train new workers. The funds cannot be used for current employee salaries.

**Can funds be used for referral bonuses?**

Yes. we recommend developing a formal referral bonus program including who is eligible, time period for the program and pay out criteria.

**Can funds be used for sign-on bonuses?**

Yes. we recommend developing a formal sign-on bonus program including who is eligible, time period for the program and pay out criteria.

**Is there a time limit on when the funds need to be paid out to eligible employees? For example, could the funds be used to hire an employee in December of 2022 to pay out a retention bonus six months later in 2023?**

There is no requirement on when the funds need to be used by

**Can the money be used to increase the salary of current employees?**

No, the money cannot be used to increase a current employee's salary. The funds are to be used for new hires.

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## **Other Uses of the Grant**

**Can the grant be used for technology provided to staff on onboarding (new laptop or tablet)?**

Yes, the grant can be used for technology for the new employee.

**Can the money be used for internal training programs?**

Yes, internal training will count as well. You should determine how to quantify that expense – materials, instructor time, etc.

**Can you provide the website for where to register?**

The initial registration phase closed at 11:59 pm on April 20, 2022..