

Service Provider Incentive Project
(Hiring and Retaining Bilingual/Bicultural Staff)

DATE: August 1st, 2018

Redwood Coast Regional Center (RCRC) applied for and was granted ABX2—1 funds in FY 2017-2018 from the Department of Developmental Services (DDS) to provide monetary incentives to all service providers to hire and retain bi-lingual/bi-cultural staff to increase their capacity to serve individuals and families in their native language or with their same cultural background.

All service providers may apply for monetary incentives for hiring and retaining staff who are bi-lingual in Spanish and/or bi-cultural (e.g. Native American employee serving a Native American family). Service providers need to apply using the Redwood Coast Regional Center (RCRC) ABX2-I Equity Proposal Grant 2017/18 Service Provider Incentive Application Form which can be found on the RCRC website. This incentive program will be available through December 2019 or until the funds allocated by DDS for this purpose has been expended.

Incentive Amount: Each incentive payment to the provider (two per provider) is based on \$500 for each staff member who has been hired and retained for at least 90 days after August 1st, 2018. To be eligible, the staff member must work a minimum of 20 hours per week. See application for more details.

The funds can be used to help offset the costs of recruitment or in other ways based on the discretion of the service provider. Checks are made out to the service provider and the amount is reportable as income.

Staff Language/Culture Requirements:

- Spanish language
- Native American culture

RCRC Service Provider Incentive Application Instructions:

All service providers are eligible for incentives:

A service provider may submit the RCRC Service Provider Incentive Application for one or two staff at a time. However, a provider can only submit for a maximum number of two new staff members hired after August 1st, 2018.

Applicants are required to submit supporting documentation with the application form before the incentive is awarded. Documentation includes payroll ledger/summary, evidence of bilingual capabilities, and the number of RCRC clients being served by this new employee.

1. A provider can claim the incentive for a maximum of two (2) employees.
2. A claim can be submitted after the 90-day working period is completed for each employee.
3. Complete and submit the RCRC Service Provider Incentive Application Form.
4. Attach most current payroll ledger/summary to substantiate employee position, hire date, proof of working an average of 20 hours per work week for 90 or more days.
5. Include evidence of the bi-lingual capabilities of the employee.
6. Submit the application and attachments to:

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