



*Hearts Of Compassion*  
*Community Services*

**DIRECT SERVICE  
WORKFORCE INVESTMENT  
GRANT**

**2023**



## DIRECT SERVICE WORKFORCE INVESTMENT GRANT-2023

Hearts of Compassion Community Services, LLC has been approved by The Indiana Family & Social Services Administration(FSSA) to receive the Direct Service Workforce Investment Grant, to provide support to our Direct Service Workforce (DSP). Hearts of Compassion (HOC) will be utilizing this fund to facilitate employee retention, boost employee morale as well as in the employee onboarding. The amount will be divided between all the services that we offer at HOC.

HOC intends to adopt the below investment plan on our Direct Service Workers (DSPs).

### 1. Employee Appreciation

- A **one-time bonus** to all the existing employees who had completed 3 months of active service with the company and who has worked over 150 hours with us. 15% of the Grant will be utilized and the Bonus will be dispersed before the 30<sup>th</sup> of April 2023 to all the eligible existing staff. *(minimum of 20hrs weekly)*
- **Gratitude Bonus (HOC perks)** – 10% of the funds will be utilized for recognizing those staff who has provided exemplary contributions to the clients and the organization with HOC perks.

### 2. Employee Referral Bonus

Bonus to the staff who refer someone who would be a good addition to HOC. 10% of the funding will be utilized and will span across all the quarters.

### 3. Joining (Sign On) Bonus

All new hires eligible from April 1<sup>st</sup>, 2023. 10% of the funding planned to be spent on the same during the entire year. Eligibility after 30 days of minimum/active service.

### 4. New Employee Onboarding (Tests/Screening cost reimbursement):

From April 1<sup>st</sup>, 2023, all the new hires will get their initial onboarding cost reimbursed. 15% of the funds is planned to be utilized here.

### 5. Transportation reimbursements

To steer through the high fuel costs, 15% of the Grant will be awarded to the eligible staff as reimbursements on a monthly basis. This reimbursement will only be available to service the clients who are otherwise not receiving the Mileage reimbursements through their respective waivers. *This reimbursement shall be determined on case-to-case basis and will last only until the respective funds are exhausted.*

### 6. Wage Revision (Hourly)

As part of the long-term strategy of HOC, we will be using 15% of the funding towards bridging the gap in the wages among our DSW (DSP).

### 7. TB Tests/certifications for existing staff

5% of the funds will be utilized to provide support for the existing staff to renew their certifications or completing their annual TB Tests.

#### POINTS TO REMEMBER

1. The amount will be dispersed to those staff who are eligible (DSWs) and while the respective (%) funding lasts.
2. The amount distributed might vary based on the available funds in each quarter.
3. Please check with the HR dept to know if you are qualified to receive the incentives mentioned herein.
4. Onboarding costs is estimated to \$140.00 which includes – Drug Screen - \$70.00, TB Test - \$20.00 and CPR - \$70.00.
5. All the reimbursements shall be processed with the receipts ONLY.
6. For the purposes of the distribution of the incentives, eligibility of the staff will be determined based on their employment duration with the company, performance, punctuality, exemplary contributions, No “No Call No Show”, etc. to name a few.
7. To learn more about the Workforce Investment Grant, you may email HR Dept at [humanresources@heartsofcompassioninc.com](mailto:humanresources@heartsofcompassioninc.com)