**Enrollment Process for *SkillSource* Re-Employing Virginians (REV) Initiative**

1. Client assessed for eligibility.
	1. Resident of Virginia and legal to work;
	2. Lost job due to COVID-19 and received unemployment benefits on or after August 1, 2020 OR
	3. Lost job due to COVID-19 and currently working part-time earning less than $15 per hour.

1. Client completes **REV Intake Packet**.
2. Staff collects eligibility documentation, following the **REV Documentation Checklist**.
3. Staff uploads **REV Intake Packet** and **REV Documentation** into [SharePoint folder](https://myskillsource.sharepoint.com/%3Af%3A/g/EljdDGttkUdFhP4Gf55DqX4BkxCTuranpRJJ_XLmH9rxwg?e=1Ero9e) and notifies Rebecca. Rebecca verifies eligibility.
4. After each enrollment, Rebecca sends the **SSG REV Client Tracker** to Sandra Zacarias with DFS to confirm no duplication of REV client enrollments.
5. Client file is created with appropriate documentation.
	1. Please store in secure, locked file cabinet.
6. Client identifies training in **one** of the following Industry sectors:
	1. Technology/IT
	2. Manufacturing and Skilled Trades
	3. Healthcare
	4. Early Childhood Education
	5. Public Safety
7. Staff confirms training meets the following criteria:
	1. Training **starts** prior to **November 12, 2021**. Invoice must be paid prior to November 12, 2021.
	2. Training **ends** prior to **November 19, 2021**.
	3. A maximum of $1,000 can be paid by ***SkillSource*** for training costs.
	4. Clients can only access only one training voucher, even if their first training request was less than $1,000. They cannot be enrolled again if they were enrolled in the first round of REV.
8. Client and staff complete the **REV Training Request Form**. Portions of this form need to be completed by the training provider, as well as a **W9 Form** and **ACH Authorization Form**.
9. Staff submit a completed **Letter of Authorization,** the **REV Training Request Form,** **signed W9 Form**, and **signed ACH Authorization Form** to seema.jain@vcwnorthern.com.
10. Seema will send signed LOA back to staff. Staff will submit LOA to training provider.
11. Training Provider will submit invoice for payment to staff. Once approved by staff, invoice should be submitted to Nancy Nguyen and Deborah Shaffer for payment by credit card or electronic ACH.
12. Staff will follow-up with client and/or training provider for copies of training certifications, to include in the client file.