



## **Medi-Cal Capacity Grant Program Workforce Recruitment Programs Eligible Expenses**

Awarded grant funds may only be used for the purpose of paying the recruitment related expenses of a qualifying Recruit, as set forth in the Grant Agreement. These expenses are limited to amounts actually incurred by either Recruit or Grantee during the first year of Recruit's employment by Grantee. Payment requests must include documentation of paid expense (e.g., copy of check) and itemized receipts for expenses.

**The list below outlines eligible and non-eligible expenses for providers, community health workers and medical assistants. See page 2 for doula-related expenses.**

### **Eligible Expenses**

1. Base salary for year 1 (*not including yearly bonuses*)
2. Bonuses at beginning of year 1 (signing bonus)
3. Benefits & Taxes
4. Liability insurance (prorated per recruit for year 1)
5. Advertising (examples: ad agencies, craigslist)
6. Recruitment agency fees
7. Continuing Medical Education and Community Health Worker (CHW) Training
8. Education loan repayment (not applicable to CHWs, MAs)
9. Relocation from outside county:
  - a. Gas
  - b. Food
  - c. Flight
  - d. Car rental
  - e. U-Haul rental
  - f. Moving services and supplies
  - g. Ground transportation
  - h. Immigration legal fees
  - f. Housing stipend

### **Non-Eligible Expenses**

1. PTO, paid leave, holidays
2. Bonuses that are calculated based on anticipated/estimated performance incentives
3. Interview expenses (e.g., travel, meals)
4. Alcohol during travel
5. Purchase or rental of furniture, equipment or supplies for office or home use
6. Purchase or rental of any residential or office space
7. License or professional association fees for recruited provider
8. Education-related travel (for CME)
9. Operational costs:
  - a. Overhead/indirect
  - b. Office space & equipment
  - c. Staff time for initial training of recruited provider
  - d. Software license

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## Medi-Cal Capacity Grant Program Workforce Recruitment Programs Eligible Expenses

The list below outlines eligible and non-eligible expenses for doulas.

### Eligible Expenses

1. Base salary for year 1 (*not including yearly bonuses*)
2. Bonuses at beginning of year 1 (signing bonus)
3. Benefits & Taxes
4. Liability insurance (prorated per recruit for year 1)
5. Advertising (examples: ad agencies, craigslist)
6. Recruitment agency fees
7. Training costs, including HIPAA training
8. Business/billing software
9. Relocation from outside county:
  - a. Gas
  - b. Food
  - c. Flight
  - d. Car rental
  - e. U-Haul rental
  - f. Moving services and supplies
  - g. Ground transportation
  - h. Immigration legal fees
  - i. Housing stipend

### Non-Eligible Expenses

1. PTO, paid leave, holidays
2. Bonuses that are calculated based on anticipated/estimated performance incentives
3. Interview expenses (e.g., travel, meals)
4. Alcohol during travel
5. Purchase or rental of furniture, equipment or supplies for office or home use
6. License or professional association fees for recruited provider
7. Education-related travel (for CME)
8. Operational costs:
  - a. Overhead/indirect
  - b. Office space (purchase, rental) & equipment
  - c. Other expenses deemed operational costs, including local business license, tax certificate and/or business permits.

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