Instructions

Thank you for your interest in this Sourcewell program. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Acrobat Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at https://get.adobe.com/reader/.

  This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Acrobat Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.

- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Sourcewell

EMS Training Reimbursement

2021-2022

EMS Training Reimbursement funds are awarded on a first come, first-served basis while funds exist and are intended to support completed training approved by the Emergency Medical Services Regulatory Board (EMSRB). Approved trainings include initial and refresher courses on CPR/AED, Basic First Aid, EMR, and EMT.

Reimbursement rates:

- $225/individual/year for law enforcement, jailers, and first response team members.
- $70/individual/year for public employees (must be pertinent to job duties).

Eligibility requirements

- The applicant organization must:
  - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
  - Be a city, county, other government association, or first response team located in Cass, Crow Wing, Morrison, Todd, or Wadena county.
  - Submit a team or organization roster each year by June 30 for the next fiscal year.
  - Reimbursement requests must be received in the same fiscal year that the invoice for service is received (July 1-June 30).

- A reimbursement request must include:
  - A completed reimbursement request form
  - Invoice for training provided
  - Training sign in sheet

Reimbursement process

Step 1: Sourcewell staff will review each reimbursement request to ensure the criteria outlined above have been met. Requests that do not meet the criteria will not be eligible for reimbursement funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first come, first served basis while funds remain available.

EMS Training Reimbursement Request Form

2021-2022

Date:

Entity requesting reimbursement:

Training vendor:

Training received:

Entity contact person:

Mailing address:

City, State, Zip

Invoice total: $

Dollar amount requested: $

By signing, we are acknowledging no other Emergency Medical Service Association funding, federal grant funding, or other reimbursement dollars were used to pay for the amount in which we are seeking reimbursement from Sourcewell.

Member entity signature: _____

Submit completed reimbursement request forms, training sign in sheet, and copies of invoices to community@sourcewell-mn.gov

Sourcewell use only

Approved reimbursement amount: $_____

Invoice number: _____

Date: _____