



PROGRAM GUIDELINES

Medical Billing and Coding Training

1. Eligible Businesses

- Organizations must already be doing business at the time of application. Start-ups that have not yet begun to operate are ineligible.
- Non-profit and not-for-profit organizations are ineligible.

2. Eligible Trainees

- Participating businesses can only request training for individuals employed at a worksite within one of New York City's five boroughs (The Bronx, Brooklyn, Manhattan, Queens, or Staten Island) after training. Employees are not required to reside within New York City.
- Trainees may not earn more than \$60,838/year (\$29.25/hr) prior to training, including tips, bonuses, or commissions. This salary limitation represents the Center for Economic Opportunity's low-income measure for an individual in New York City.

3. Wage and Employment Requirements

- Participating businesses must agree to allow trainees to attend all sessions of the training course.
- All trainees must be paid their current wage during training. Compensation must meet Federal and State minimum wage requirements.
- Trainees must receive the same benefits, working conditions, and health and safety standards as other employees and trainees doing the same type of work.
- All employees must receive a W-2 tax form by the end of training.
- Trainees must be full-time employees (working an average of at least 30 hours per week) by the end of training.
- Participating businesses must agree to indemnify and hold harmless the Workforce Development Corporation, Economic Development Corporation, NYC Business Solutions, and the City of New York from any and all claims, judgments and liabilities to which they may be subject because of any act or omission of the participating employer, its agents, employees or subcontractors.

4. Wage Gains

- Participating businesses must provide at least 5% wage increases to all trainees upon satisfactory completion of training. This required wage gain is based on empirical results from similar trainings.
- Wage gains must be given within 3 months of training completion.
- Wage gains must be directly tied to the training program and not the result of any other factors, including pre-determined collective bargaining agreements or otherwise scheduled wage increases.

5. Documentation

- Participating businesses must provide the Fund for Public Health New York (FPHNY)/New York City Department of Small Business Services (SBS) staff

and/or designees with documentation of trainee wages including, but not limited to, trainee payroll records for the duration of training and 90 days following 3 months after the conclusion of training.

6. Attendance Policy

- Trainees are expected to attend and sign into all classes within the training session. If a trainee misses a session, the participating business must contact Fund for Public Health New York to schedule a make-up session.

7. Request and Cancellation Policy

- Training is available on a rolling, first-come-first-served basis. Funding is non-competitive.
- Cancellations can be requested, via email to FPHNY, at least 10 business days in advance of the training start date.
- A company can participate in the FPHNY/NYC Business Solutions Billing and Coding Training if it is applying for other public grants. However, the company must notify NYC Business Solutions Training if they have received other City, State or Federal training grants within the past three years. If this is the case, please call (212) 618-6765.

8. Non-Discrimination Policy

- FPHNY and SBS does not discriminate on the basis of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, or covered veteran status. It is also our policy to comply with all applicable national and local laws pertaining to nondiscrimination and equal opportunity