

- Employee Referral Program -



The Medina County Board of Developmental Disabilities is committed to working with local service provider agencies to address the DSP workforce crisis to make sure people with developmental disabilities have the support they need.

We are offering an Employee Referral Program to help local service provider agencies increase their DSP recruitment efforts.

Current employees of a agency service provider are eligible to receive incentive payments for successfully referring someone to fill a DSP position in Medina County.

Incentives are for referring DSP applicants to Medina County service provider agencies only. This program is not applicable for open board positions or for independent provider positions.

The new DSP employee must be serving individuals in Medina County.

Here's How It Works...

Incentive Amount

\$250.00 to referring staff member once a newly hired DSP employee has completed 45 days of employment.

Potential future special incentive amounts and dates may be determined by the MCBDD.

DSP Applicants

DSP applicants must indicate on their application (at the time they apply) the name of the individual (i.e. current staff member) who encouraged/referred them to apply.

Referring Staff Members

Employees of agency service providers must follow their agency policies and procedures for referral incentive payments.

Provider Agency

A provider agency will need to sign and electronically return an "Employee Referral Program Agreement" to the MCBDD Business Director prior to requesting reimbursement through this program. Forms are available on our website under the Provider Site "Resources" tab, select "Forms"

Provider agencies will need to submit electronic invoices to the MCBDD Business Director for reimbursement. Invoice should state "Employee Referral Program" and quantity of incentives that meet this agreement (For example: 2 referrals X \$250 = \$500).

Payments will be made directly to the provider agency and it is their responsibility to distribute funds to their employees.

Agency providers agree to report to the MCBDD, the number of new DSP staff retained through this incentive program, after 180 days and 1-year.