

Hire a MoVal Veteran

Program Participation • Terms & Conditions

- › All eligible businesses (“Employers”) must be located within the City limits of the City of Moreno Valley.
- › All eligible Employers must possess a valid Moreno Valley Business license. Business licenses must be kept current throughout the Program. Employers that fail to keep a current Moreno Valley Business license will be automatically disqualified. **Business License number must be listed on the Hire a MoVal Veteran Award Application. A copy of a paid receipt for a valid current Moreno Valley Business license will also meet this requirement.**
- › Participation in the Hire a MoVal Veteran incentive is for Employers who newly hire Moreno Valley residents that have served shall be defined as any person who served in active military, naval or air service of the United States and who did all of the following is eligible:
 - › Received an Honorable Discharge or was released from active duty under honorable conditions.
 - › Served a minimum of 90 consecutive days of active duty.
- › Copies of Employee’s discharge papers (including form DD-214), along with proof of residency in the form of a utility bill must be provided for program eligibility. **Submission of a copy of discharge papers must be submitted. Evidence of this requirement must be submitted with the Hire a MoVal Veteran Award Application submission.**
- › Employers are strongly encouraged to pre-register all qualified employees being considered under the program by forwarding a letter of interest that includes employee’s name, home address, date of hire, branch of service and discharge date as required on the Hire a MoVal Veteran Application. Applications for the fiscal year 2019/20 run through June 30, 2020. Applications for the fiscal year 2020/21 Program start July 1, 2020 and run through June 30, 2021. Application forms are available on the City’s website at www.moval.org.
- › Employer must retain employee(s) for a minimum of six months. **All eligible employee(s) must work at least 20 or more hours per week. Demonstrate proof of employee retention and hours worked is required. Employer must demonstrate length of employment and minimum hours work by way of payrolls/payroll records, which must be submitted with the Hire a MoVal Veteran Award Application. Hire a MoVal Veteran Award payroll record forms are available on the City’s website at www.moval.org**
- › Submission of the Hire a MoVal Veteran Award Application along with all supporting documentation, as stated in these Program Participation Terms & Conditions must be made by the submitting Employer. Submissions of all qualified applications will be awarded on a first come, first serve basis of all qualified application submissions, including verification of supporting documentation. Hire a MoVal Veteran Award Applications will be accepted starting July 1st of each Program year the Program is in effect and accepted through June 30th (12 months from the starting date).
- › Hire a MoVal Veteran Award Application submissions must be complete and include all requested supporting documentation. **Submissions that are incomplete or do not meet Program requirements will be disqualified.**
- › Hire a MoVal Veteran Award Application submissions that qualify for award will be awarded on a first come basis until funding has been depleted for the FY in which the Program is active. Validation and determination of award based on application and supporting documentation is at the sole discretion of the City.
- › Awards are limited. Submission of a Hire a MoVal Veteran Award Application and supporting documentation is not a guarantee of award. The Program may be terminated without prior notice.
- › Following demonstrated proof of a minimum six-month employment term with an average of at least 20 or more hour per week of all qualified new hires hired by Employer, an award may be made based in increments of \$1,000 per eligible employee for a maximum of five awards per business during each program year. This means an Employer may receive up to \$5,000 per Program year for eligible new hires employed.

- › If approved, incentive award will be paid to the employer of the business submitting for award. When submitting the Hire a MoVal Veteran Award Application, **corporations must submit a resolution listing the name(s) of corporate officers eligible to sign on behalf of the corporation.**
- › The Program is a Fiscal Year Program and thus the term “annually” or “fiscal year” for this program means from July 1 to June 30 of the program year.
- › Incentive check time frame: If all program requirements are met, including validation of supporting documentation, an incentive check is generally mailed within 8 - 12 weeks. Incomplete applications will not be considered.
- › Keep copies: Employers are advised to keep a copy of their completed MoVal Veteran Award Application and all corresponding documentation for their records.
- › The City shall not be responsible for application submissions and/or any supporting documents not received or qualified submissions received after funding is depleted in a Program year. It is the responsibility of the Employer to insure application submissions for awards, including all required supporting documentation is received by the City.
- › Submit all documents including application and supporting documentation as listed in these Program Participation Terms & Conditions to the following address:

City of Moreno Valley
 Attn: Hire a MoVal Veteran Program,
 Finance & Management Services Dept.
 14177 Frederick Street
 P. O. Box 88005 Moreno Valley, CA 92552-0805

Applications may be emailed, mailed or hand delivered. If by email please scan and send to financialresources@moval.org. If by mail or currier, it is recommended to that a guaranteed form of delivery be requested, such as certified return receipt to help insure/track mailer delivery. Submission of an application or any supporting documentation by mail or other delivery service does not constitute acceptance on the part of the City. Acceptance of a submission is deemed only when the submission is received and date stamped by an agent or employee for the City. Acceptance alone of a submission does not constitute award.

For questions, please contact the Financial & Management Services Department at 951.413.3021.

TAX LIABILITY—Rebates and incentives may be taxable. Employers are urged to consult their tax advisor concerning the taxability of incentive awards. The City of Moreno Valley, their officers, agents and employees are not responsible for any taxes that may be imposed on the employer as a result receiving an incentive (monetary) award.

SECTION TO BE COMPLETED BY CITY OF MORENO VALLEY STAFF	
Amount of Incentive Awarded	\$
Comments:	
Application Received by:	Date:
Inspected by:	Date: