

**Certified Wellness Coach Employer Support Grant Program
Frequently Asked Questions
February 16, 2024**

CORRECTED

Technical Support

- 1. I know there has been a problem with the profile page; has this been fixed?**

Yes. See the announcement [here](#).

- 2. Is there a PDF version of the application?**

There is not.

Eligibility and Application Process

- 3. Are community-based organizations eligible only if they are non-profit?**

Yes. Community-based organizations are eligible if they are non-profit and are school-linked or school-based.

- 4. Are eligible sites limited to schools?**

No, they are not. Schools can partner with school-linked and school-based community-based organizations to provide off-site services.

- 5. Are FQHCs eligible to apply?**

Yes, providing they are school-linked or school-based.

- 6. Do Title 5 programs qualify to apply for the grant?**

Recognizing that Title 5 programs refer to higher education Hispanic-Serving Institutions, yes. These colleges are eligible for this grant to employ Certified Wellness Coaches to serve their student body through age 25.

- 7. Are colleges eligible?**

Yes. This grant enables public and non-profit colleges and universities to employ Certified Wellness Coaches to serve their student body through age 25.

- 8. Can a County Office of Education apply for the grant and pass the funds through to sites to hire their own Certified Wellness Coaches?**

Yes. As described in the Grant Guide, HCAI requires that they identify the schools that will be served by Certified Wellness Coaches.

9. Are current employees eligible for funding through this grant if they become Certified Wellness Coaches?

Yes. The purpose of the grant is workforce creation, expansion, and retention. Current employees who can become certified are funded through this Grant. Please ensure that your current employees are eligible for certification and become certified. Information about certification requirements can be found [here](#).

10. If a County Office of Education applies, would a Local Education Agency under that county be able to apply?

Yes, if the COE is not requesting funds for that specific LEA. If the COE is applying on behalf of all their LEAs, then no. LEAs are required to submit a letter confirming that their respective COE is not applying for funds on their behalf.

11. Are non-public schools eligible?

No. This grant is for public schools.

12. Are charter schools eligible?

If they are a public charter school, then yes.

13. Can a group of community organizations submit a collaborative application with a lead agency?

There can be only one organization applying for funding per application. The lead agency (applicant) does not need to be the employer of record of the Certified Wellness Coach. Eligible applicants may use grant funds to employ Certified Wellness Coaches in collaboration with other organizations. However, the applicant would be solely responsible for the performance of obligations in the grant agreement.

Please note that on the first page of the online application applicants to list the name(s) of one or more other organizations that the applicant will support with the grant.

14. Can an applicant submit a countywide consortium application of all LEAs and include community-based organizations (CBO) in the same application?

Only one organization can apply. A County Office of Education (COE) can apply on behalf of Local Education Agencies (LEAs) within its jurisdiction. A COE or LEA may contract with a CBO using grant funds to perform obligations under the grant agreement.

Each applying CBO shall provide proof in the form of a letter or documentation between the applicant organization and COE or LEA of the relationship between the two parties. Each CBO shall also notify the COE or LEA about the inclusion of the specific site(s) in their grant application. Please contact HCAI at WellnessCoach@hcai.ca.gov to arrange for the submission of the letter(s).

When two or more applicants are planning to provide CWC services at the same site(s), the parties will decide which applicant will include the site(s) in question in their application.

Please note that on the first page of the online application applicants to list the name(s) of one or more other organizations that the applicant will support with the grant.

15. We are a consortium of organizations wanting to apply for this grant. Who should apply?

It is the decision of a group of organizations as to who serves as the grant applicant, as well as who are the members of the consortium. If one or more Local Education Agencies (LEAs) and/or County Offices of Education (COEs) are members of the consortium for the select school sites, HCAI recommends one of these organizations submit the application on behalf of the group. Please note that the lead applicant on an application is responsible for the fulfillment of obligations under the grant agreement.

Each non-school member of the consortium will need to secure a letter of acknowledgment from the LEA recognizing that the community-based organization (CBO) will employ Certified Wellness Coaches. This is not to say a CBO cannot be an applicant. Rather, they may do so as long as they and other CBOs in the consortium can provide a letter of acknowledgement from an LEA or COE. Please contact HCAI at WellnessCoach@hcai.ca.gov to arrange for the submission of the letter(s)

Please note that on the first page of the online application applicants to list the name(s) of one or more other organizations that the applicant will support with the grant.

Funding

16. When requesting funding for Certified Wellness Coach employees, do they already need to be certified?

No. However, HCAI requires the Wellness Coach to be certified either at the start of employment or the beginning of the grant agreement in fall 2024.

17. Does the salary amount for Certified Wellness Coaches include benefits?

Yes, it does. It represents the fully loaded costs associated with hiring Certified Wellness Coaches.

18. How do I fund costs outside of salaries, benefits, and supervision using grant funds?

This grant includes a 10% indirect cost rate for other costs associated with the hiring and supervision of Certified Wellness Coaches and the Certified Wellness Coach Intern stipends.

19. Is the goal to sustain funding through being able to bill Medi-Cal and health plans once the grant expires?

Yes. This grant is intended to serve as a funding bridge for programs until Certified Wellness Coaches are added to the Multi-Payer Fee Schedule in January 2025.

20. What does the “up to” funding amount represent in the funding category for the Wellness Coach's salary?

That is the maximum available funding per position. However, HCAI has subsequently amended the Grant Guide to designate a specific amount. The amount is indicated in Addendum II at <https://hcai.ca.gov/wp-content/uploads/2024/02/Certified-Wellness-Coach-Employer-Support-Grant-Program-Grant-Guide-ADDENDUM-II-1.pdf>

21. Can the same individual receive an intern stipend and a salary?

Yes, if the individual is not receiving both funding streams at the same time and the salary corresponds to at least 10 months of Certified Wellness Coach employment during the grant agreement period.

22. Do all Certified Wellness Coach positions for which I apply have to be filled upon the start of the grant agreement?

No. HCAI understands that the hiring process may take longer than anticipated. However, you can only seek reimbursement for the number of Certified Wellness Coaches hired over the course of the grant period as grant

fund payment are made in arrears. For example, if you request funding for 25 Certified Wellness Coaches but only hire 20 during the grant agreement period, HCAI will only reimburse for 20 Certified Wellness Coaches. HCAI would appreciate being notified if this scenario should occur, so that HCAI may reallocate the unspent funds elsewhere.

Certification and Supervision

23. Will Certified Wellness Coaches be able to work outside of schools?

Yes. This applies in two ways. First, a school may employ Certified Wellness Coaches whose work is done on a school campus and/or in the community. Second, school-linked or school-based organizations may also employ Certified Wellness Coaches to work on and off school campuses. The physical location of the work will be determined by the CWC employer.

24. Will you consider changes to the certification requirements to include more degree fields?

Not at this time. Please see the degrees recognized at <https://cawellnesscoach.org/become-a-certified-wellness-coach/>.

25. Are Certified Wellness Coaches responsible for supervising lower-level Certified Wellness Coaches?

No. Supervising personnel will be responsible for overseeing all Certified Wellness Coaches. Please see the Grant Guide description for who is qualified to supervise these individuals.

26. When can prospective Wellness Coaches begin to apply for certification?

The certification portal will launch in mid-February. HCAI anticipates that future Wellness Coaches will have ample time to become certified before grant agreements are executed in late summer.

27. What is a Certified Wellness Coach intern as described in the grant guide?

A Certified Wellness Coach Intern is an individual who is certified but has not yet completed the required hours (400 hours for a CWC I and 800 hours for a CWC II). If the applicant has completed 150 or more hours for a CWC I or 300 or more hours for a CWC II, they will be designated a "Registered Certified Wellness Coach I" or "Registered Certified Wellness Coach II."

The individual will have one (1) year to complete their remaining hours and have their designation removed from their certification. The Registered

Certified Wellness Coach Intern will be able to complete some or all of their remaining required hours during their placement in the sponsoring organization.

Definitions and Scoring

28. What is meant by a school-based or school-linked community-based organization (CBOs)?

School-based CBOs are organizations that have a formal relationship with a County Office of Education (COE) or Local Education Agency (LEA) to offer services on a school campus. A school-linked CBO is an organization with a formal relationship with a COE or LEA to offer services at a location near one or more school sites.

29. What constitutes a formal relationship between a community-based organization (CBO) and school?

A letter from the school(s) and/or other documentation that recognizes the relationship between the school(s) and the CBO that describes the relationship and outlines the nature of that relationship (e.g., to provide behavioral health services to students at the associated school(s)).

30. Can Certified Wellness Coaches serve adults?

Under this grant, Certified Wellness Coaches are designed to serve children and youth up through age 25. So yes, provided that the adults are aged 18-25. HCAI recognizes that some potential sites may have a mixture of ages served—such as colleges—and HCAI encourages these sites to ensure that Certified Wellness Coaches can work with their entire target population. However, HCAI only certifies Wellness Coaches to work with adults up through age 25. HCAI is not certifying their competency with other populations.

31. How does the grant's scoring criteria serve rural organizations that may only be hiring a small number of Certified Wellness Coaches?

Section H of the grant guide allows HCAI to favor organizations who represent geographic areas that are not represented by other applicants. If HCAI determines that applicant scores systemically favor certain geographic areas, HCAI will adjust scoring so as to achieve statewide distribution of grant funds. It is HCAI's commitment to ensure programs reach rural communities and it will fulfill that commitment through the award process for this grant.

32. If our county does not have a Medi-Cal threshold language, will that be taken into consideration when scoring the application?

HCAI is not requesting applicants to document county-specific Medi-Cal threshold languages. Rather, HCAI is using statewide Medi-Cal threshold languages for scoring purposes.

33. Does this grant favor larger employers?

The grant favors applicants seeking to large numbers of Certified Wellness Coaches. However, HCAI will use Section H of the Grant Guide if necessary to ensure that employers from all geographic areas of the state receive funding (see question 31 above).