Employer guidelines

- Employers must notify GO Topeka of their intent to participate for each employee they choose to offer the talent incentive and receive confirmation of acceptance. Once approved, the employer must document and initiate the request for reimbursement.
  - Employer will fund the incentive initially and will submit for reimbursement in the subsequent year for the JEDO 50% match, documenting continued residency, employment and payment to the employee.

Items to include for the initial submission:
- Employer, Contact Name and Contact information (email and phone)
- Name of applicant
- Projected start date
- Is this an existing employee that resides outside of the county or a new recruit?
  - Where are they moving from (City, State/Country)?
  - Provide proof of prior residency
- Which item will be submitted at a later date to establish primary residency for the applicant?
  - a signed rental agreement or
  - documentation verifying home purchase
- Total compensation for reporting purposes should include the value of the salary, benefits and any incentive compensation/bonuses/overtime.
- Commitment that employer will match funds.

Eligibility of Applicants submitted
To be considered for the talent attraction program, applicants will meet all eligibility requirements:

- Move to Topeka for full time employment position
- Purchase a home or rent (primary residence only) within Shawnee County within the year of move
- Employer participation in matching funds
- Eligible to work in the United States

Benefits
- Up to $15,000 gross in funds in the first year of your move, $10K for renting, $15K for home purchase/rehab
  - GO Topeka/JEDO and Employer funds match
    - *Recommend 50% match*
      - Employer funds $10K up to $15K with employee transfer. After 1st year, GO Topeka/JEDO reimburses up to $5,000 ($10,000) or $7500 ($15,000) to the employer for employee retention (pay for performance)