

MEDICAL RESERVE CORPS OF ILLINOIS BACKGROUND CHECKS/VOLUNTEER PROTECTIONS REIMBURSEMENT INSTRUCTIONS



November 2023-April 2024

OVERVIEW

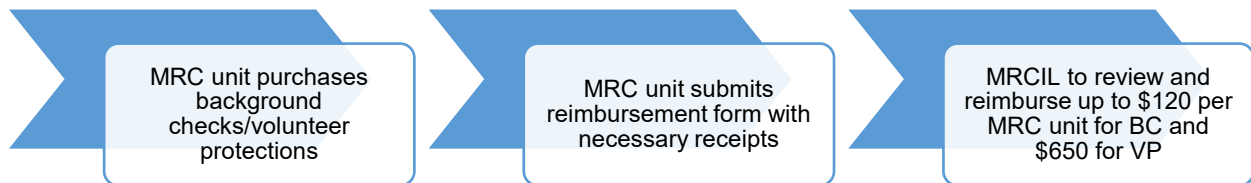
1. Project Background and Description

One of the goals of the Medical Reserve Corps of Illinois' (MRCIL) MRC-STTRONG grant is to bolster Illinois' capacity to respond and serve their communities. Part of that goal is to provide funds that can assist with background checks and volunteer protections. These funds would be available to all MRC units but primarily designed to be used for new volunteers, strike team volunteers, and those who are being sent on deployment. This process outlined below is to equitably disseminate the funds for interested MRC units in the state of Illinois for the use of background checks and volunteer protections.

2. Process

Due to the large number of units that have processes in place for background checks and some that have purchased volunteer protections, these funds will be equitably disseminated through a reimbursement process.

Two fillable reimbursement forms have been created and are to be used by local MRC units interested in this reimbursement process. The maximum amount of \$120 per unit for background checks can be covered and a maximum amount of \$650 for volunteer protections can be. Receipts from the vendors used are required to be submitted along with the reimbursement form.



3. Reimbursement Forms

The blue form is designated for the Background Checks. The red form is designated for Volunteer Protections.

The fillable PDF forms must be completed in their entirety, with the accompanying receipt/proof of payment or they will not be processed and returned to the contact email listed on the form for completion. The Volunteer Categorization section needs to be completed for the needs of the ASPR MRC-STTRONG award fund tracking purposes.

All interested parties must submit reimbursement requests no later than April 15th for proper dissemination of funds by May 31st, 2024.