



New Recruit Reimbursement Request Form

RIAFC SAFER Program

To apply to be considered for a RIAFC SAFER Grant reimbursement, please complete this form. Ensure that all fields are properly completed and your Fire Chief signs at the bottom of page 2.

Email the completed packet to: **Benefits@Volunteerfirefighter.org**

Newly Recruited Volunteer Information:

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Gender: _____ Ethnicity: _____ Volunteer Start Date: _____

U.S. Veteran since 9/11/2001: Yes or No Birthdate: _____

Grant Funds that You Are Requesting:

Amount Total

NFPA 1582 Compliant Physical \$ _____

Training \$ _____

PPE \$ _____

Total Amount Requested for this Volunteer: \$ _____

Please Make Check Payable to: _____

Mailing Address: _____

City, State, Zip: _____

Reimbursement: The following documents are required, and corresponding guidelines must be met. Please ensure that each of these steps are followed and are accounted for and sent to the email address listed above.

Physicals:

- Completed NFPA 1582 Physician Sign Off Form or Fit for Duty Form; each passed NFPA 1582 physical examination is eligible for reimbursement.
- Invoice from your own Primary Care Provider or fire department's Physician and Proof of Payment with Volunteer's name referenced.
- Newly recruited Firefighters must be at least 18 years old to be eligible for this benefit.



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Personal Protective Equipment:

- Invoice and Proof of Payment for costs of personal protection equipment for new recruit with recruit's name referenced; reimbursable items include boots, pants, coat, gloves, hood, goggles, and helmet.
- Up to \$2,000 is reimbursable per set of full structural PPE; this benefit will only be provided to new firefighters recruited since the start of the grant (12/10/2019).
- Newly recruited member must pass a NFPA compliant Physical prior to requesting grant funds for PPE. A "Fit For Duty" form for each Volunteer is required.
- The newly recruited Volunteer Firefighter must complete or be enrolled in Firefighter-1 level training (or departmental equivalent) prior to receiving reimbursement for PPE.
- All PPE paid for with these grant funds must be delivered to the department before the grant ends on December 9th, 2023.

Training and Training Materials:

- Proof of completion for any course to meet minimum firefighter certification for Firefighter 1001/1002/Hazmat Training. Travel Costs (including expenses for mileage, lost wages, federal per diem rate for meals, and GSA rate lodging) can be included.
- Copy of an invoice for the coursework that includes the description of the course enrolled in and the firefighter that attended.
- Proof of payment for the training completed (cancelled check or paid receipt).

Fire Chief Authorization:

By signing below, I confirm that the Volunteer Firefighter listed above is a new recruit since the beginning of the RIAFC SAFER Grant (December 10th, 2019), is meeting minimum standards for my Department, has received an NFPA 1582 compliant physical, and is in good standing with my Department.

Full Name of Fire Chief: (Please Print) _____

Department: _____

Signature of Chief: _____

Fire Chief Phone Number: (_____) _____

Number of Active Volunteer Firefighters in Your Department: _____

Department's Total Annual Budget: _____

Direct all inquiries to Benefits@Volunteerfirefighter.org