

**1. What is a remote worker?**

A remote worker is someone who performs the majority of their employment duties from a home office or coworking space.

**2. Who is eligible to apply?**

An eligible remote worker is someone who:

- Is a full-time employee of a company; **and**
- Has moved to Vermont on or after January 1, 2019; **and**
- Performs the majority of their employment duties remotely from a home office or coworking space in Vermont; **and**
- Has incurred qualified remote worker expenses.

**3. What if I move to Vermont and work for a Vermont company, but not as a remote worker?**

You are not considered a remote worker if you do not perform the majority of your employment duties remotely from a home office or coworking space.

However, you may be eligible for a new program effective January 1, 2020: the New Worker Incentive Program. This program will provide reimbursement for eligible expenses for workers who move to Vermont on or after January 1, 2020 to work full-time for an employer located in Vermont. Visit the [ThinkVermont Relocate](https://www.thinkvermont.com/relocate/) page for more information (<https://www.thinkvermont.com/relocate/>).

**4. What if I do not receive a Form W-2, can I still apply?**

No. The program is for those employees who receive a W-2 from their employer.

**5. Can an applicant receive a grant before moving to Vermont?**

No. Eligible applicants must have moved to Vermont on or after January 1, 2019 and provide documentation of qualified expenses incurred.

**6. How does an applicant prove residency in Vermont?**

To become eligible, applicants must provide the last four digits of their valid Vermont-issued drivers license or non-driver identification card, plus one of the following:

- Housing lease or contract
- Utility bill with service address listed
- Property tax bill
- Homeowner/renter insurance

**7. How does the application process work?**

The application process opened on January 1, 2019. The application has two parts: one for the Remote Worker (Part A) and one for the Employer (Part B). Applicants must submit the entire completed application (A+B) to become eligible for a grant. It is the responsibility of the applicant to provide the Employer section of the application to their employer and to submit the completed Employer section (B) with the Remote Worker section (A) as one complete application (A+B). You must also submit supporting documentation for verification of expenses claimed in the application and proof of residency to be eligible for a grant.

Once a complete, error-free application is received, the applicant will be asked to fill out a brief demographic survey and a W-9 (“Request for Taxpayer Identification Number and Certification” form). Once the results of that survey and the complete and error-free W-9 are received, the applicant will receive notification of the status of their grant award, subject to funding availability, or instructions on future funding opportunities. When the applicant is notified that they will receive a grant award, they must sign and return a grant document. When the signed grant document form is returned, the award will be sent to the address provided on the application.

**8. How much money can an applicant receive?**

Applicants are eligible to receive reimbursement for the full amount of their qualifying expenses, up to the maximum amount of \$5,000 per year for up to two years and subject to funds availability. There is a limit of one Remote Worker Grant per household per year. A new application must be submitted each year.

**9. If someone submits an application for a grant, will that automatically qualify them for a grant the following year?**

No. Remote workers must submit a new application for each year. Grants are first come, first served and subject to funds availability.

**10. How is “first come, first served” applied?**

There is a limited amount of funding for the Remote Worker Grant Program. Applicants that submit a complete, error-free application, the subsequent survey, and W-9 on or after January 1, 2019 are eligible to receive grants. Applicants whose applications are received and confirmed complete and eligible first will receive grants until all the funding allocated has been awarded.

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**11. What happens when the funding is gone?**

Once all of the program funding has been awarded, no further grants will be awarded.

**12. What are “qualified remote worker expenses”?**

Qualified remote worker expenses are: relocation expenses, computer software or hardware, broadband access or upgrade, membership in a coworking or similar space. See questions 14–17 for more detailed descriptions of each type.

**13. What supporting documentation do I need to submit as proof of qualified remote worker expenses?**

Applicants must provide proof of expense and payment in their own name. Expenses not yet paid are not eligible for reimbursement.

**14. What qualifies as “relocation expenses”?**

“Relocation expenses” include the cost of hiring a moving company or renting moving equipment (including rental vehicle insurance fees), lease deposits, and the cost of moving supplies.

**15. What qualifies as “computer software or hardware”?**

“Computer software or hardware” refers to software or equipment directly related to the performance of employment duties. It can include software subscriptions or one-time downloads or packages. Equipment can include computers, printers, scanners, external drives, or other IT equipment directly related to performing employment duties.

**16. What qualifies as “broadband access or upgrade”?**

“Broadband access or upgrade” refers to the cost of connecting to the internet so that an employee can perform their work remotely. It can refer to a monthly subscription for internet access via a cable, DSL, or satellite connection. It can also include the cost of internet connectivity related equipment including routers and signal boosters. It does not include the cost of cable television or telephone service, which are often bundled in the monthly cost of internet access. It does not include the cost of cable television or telephone service related devices that also connect to the internet such as cable boxes or mobile phones.

**17. What is a coworking space?**

A coworking space is a shared location outside of the home ideal for remote workers and small business owners, that provides a flexible size, environment, and contract terms.

**18. If my employer reimburses a portion of the costs for any eligible remote worker expenses, can I submit an application for the remaining eligible expenses?**

Yes. An applicant can apply for any portion of qualified remote worker expenses that are not paid or reimbursed by their employer.

**19. Can more than one person per household apply separately for the grant?**

No. There can be only one grant awarded per household per year.

**20. Are college students eligible for this program?**

No. The Program is for people employed full-time who meet all the eligibility criteria. See question 2.

**21. Does this program provide job placement or housing location services?**

No. Applicants are responsible for obtaining their own employment and housing.

If you are looking for a job, a good place to start is the ThinkVermont Find a Job page (<https://www.thinkvermont.com/find-job/>). This will direct you to some resources to help you start your search. If you are looking for specific guidance, you can contact the Vermont Department of Labor for assistance (<https://www.vermontjoblink.com/ada/r/>).

Here are some tools to help with relocating to Vermont:

- For data on demographics, median home prices, and services and amenities, use the ThinkVermont Community Atlas (<https://www.vermontcommunityatlas.com/>).
- For an overview of Vermont’s regions, visit the Communities page on Think Vermont (<https://www.thinkvermont.com/communities/>).
- For housing, try the real estate app and the realtor listings at the bottom of the ThinkVermont Relocate page (<https://www.thinkvermont.com/relocate/>).
- For basic information about Vermont’s schools, visit the Schools page on Think Vermont (<https://www.thinkvermont.com/schools-childcare-prek-k12-education/>).

**22. If I have more questions, where can I find additional information?**

All the details of the remote worker grant program can be found at <https://www.thinkvermont.com/remote-worker-grant-program/> or you can send an email to [remoteworker@vermont.gov](mailto:remoteworker@vermont.gov).