



Rural & Frontier Health Unit
Public Health Division
122 West 25th Street, Suite E102
Cheyenne, WY 82002
(307) 777-8902
Health.wyo.gov



Stefan Johansson
Director

Mark Gordon
Governor

Guidelines for Medicare Rural Hospital Flexibility Program (Flex) Scholarships FY 25

All Critical Access Hospital (CAH) employees or CAH-owned EMS agencies must go through the identified point of contact at the CAH. Independent EMS personnel may apply for themselves—if this is the case, follow the same guidelines and complete all the steps.

Ask the hospital grant point of contact to submit a Flex Scholarship application.

Point of contact applies using the online link and will need the following information:

- Date submitted
- Grantee First and Last Name
- Email address person submitting the form, or if it is a CAH, should be Grant Point of Contact
- Phone number of the person submitting
- Name of CAH or EMS agency requesting the scholarship
- Name – first and last name of the scholarship is for
- Choose a program area (Financial/Operational, Quality, Rural EMS Sustainability)
- Name of person completing the application
- Type of meeting or study
- Name of Conference or Course

Conferences	Classes
Name of conference	Name of course
Dates of conference	Date of course
Location	Location N/A
Cost of registration	Cost of registration
Cost of Books or N/A	Cost of Books or N/A
Cost of lodging	Cost of lodging N/A
Estimated cost of transportation (air, mileage, taxi)	Cost of transportation N/A
Total cost of scholarship requested	Flex does not pay for food
Do you have your supervisor's approval	Total cost of scholarship requested
How will the scholarship benefit my role	Do you have your supervisor's approval
Attach the Agenda of the conference	How will the scholarship benefit my role
Flex does not pay for food	Attach the agenda of the course
	Flex does not pay for food



Flex/SHIP Program Manager will review the application, considering the following:

- The thoroughness of the application
- Funds available
- Cost
- Guidelines of the Flex Program
- If there are any questions, the Flex/SHIP Program Manager will reach out to the CAH point of contact
- Scholarships may be for a full or partial amount, depending on the cost and the funding available. Maximum request is **\$2000.00**
- Flex/SHIP Grant Manager will send a scholarship approval email with an attached letter and sample invoice to the recipient and /or the point of contact

Scholarship Applicant - upon completion of the conference or class

The scholarship applicant turns in to the grant point of contact the following:

- All Receipts for any approved costs that were incurred
- Agenda
- Certificate of completion or attendance, if provided
- Provide a statement of what was learned and any changes that may occur due to participation
- Completed Flex Scholarship Evaluation Form

Grant Point of contact – upon completion of the conference or class

- Gather the above information
- Create an invoice that includes: the legal business name billed to and address, invoice date, invoice number, conference or class name, dates of service, breakdown of costs, total cost
- Email the packet to the Flex/SHIP Program Manager, gail.vanburen@wyo.gov

Flex/SHIP Program Manager will process the invoice and accompanying documentation and send it to the fiduciary agent to pay