Effective: 01/01/2023

Alliance of Health Care Unions Citizenship Fee Assistance

This document is intended to describe the citizenship fee assistance provisions that apply to employees represented by a union in the Alliance of Health Care Unions, per the 2021 Kaiser Permanente-Alliance National Agreement. It also includes the citizenship fee assistance procedures administered by National Tuition Reimbursement Administration (NTRA) and Kaiser Permanente TIME and HR Connect departments.

1.0 Employee Eligibility (at the date of the Form N-400 application submission to U.S. Citizenship and Immigration Services)

To be considered eligible:

1.1 Employees must be regular full-time or part-time scheduled 20 or more hours per week.

1.2 Employees must have 90 consecutive calendar days of service with Kaiser Permanente.

1.3 Employees must be a member of an Alliance Union.

1.4 Employees must be in an active or leave-with-pay status.

1.5 If any of the following situations occur prior to class completion, an employee will not be eligible for class reimbursement:

- Voluntary resignation
- Discharge
- Voluntary change of status to less than 20 hours per week
- Transfer to unpaid leave of absence
- Transfer outside of AHCU union

2.0 Reimbursement of Expenses

2.1 Form N-400 filing fee

2.2 Biometrics fee (if applicable)

2.3 Citizenship class(es)
Courses are to be taken on the employee's own time and outside regular working hours.

2.4 Reimbursed expenses are considered taxable income.

3.0 Paid Day Off

3.1 Employees will receive a paid day off to attend their naturalization ceremony (please refer to section 5.0 for process).

4.0 Application and Required Documentation Process and Procedures

4.1 Employees must apply for Citizenship Fee Assistance (CFA) directly online through the Citizenship Fee Assistance page on HRconnect once they submit the Form N-400 and have paid the application filing fee to U.S. Citizenship and Immigration Services. Employees should upload all documentation to support their reimbursement request directly into their CFA application on HRconnect. All CFA applications and documents are subject to further review by National Tuition Reimbursement Administration (NTRA) to determine eligibility and may be denied if the application does not meet program requirements.

4.2 Filing and biometrics fees documentation

4.2.1 Invoice and receipt must list:
- **4.2.1.1** Employee's name
- **4.2.1.2** Fees must be listed and itemized
- **4.2.1.3** Payment made in full
- **4.2.1.4** Payment method used, such as credit card, check, cash, etc.

4.2.2 Invoices and receipts must be submitted to NTRA within 90 days of the Form N-400 filing date. Failure to do so will result in a denial.

4.3 Course fee(s) and completion documentation

4.3.1 Invoice and receipt must list:
- **4.3.1.1** Employee's name
- **4.3.1.2** Course name
- **4.3.1.3** Course start and end date
- **4.3.1.4** Course fee(s) must be listed and itemized
- **4.3.1.5** Payment made in full
- **4.3.1.6** Payment method used, such as credit card, check, cash, etc.

4.3.2 Proof of course completion must list:
- **4.3.2.1** Employee's name
- **4.3.2.2** Course name
- **4.3.2.3** Course start and end date
- **4.3.2.4** Successful completion or grade

4.3.3 Invoice, receipt and successful completion must be submitted to NTRA within 90 days of the course end date. Failure to do so will result in a denial.

5.0 Paid Day Off Process and Procedures

5.1 Employees must submit the time off request to their manager following their department time off request protocol.

5.2 Employees need to request time off at least 30 days in advance of the ceremony in accordance with their collective bargaining agreement.

5.3 Employees must upload the naturalization ceremony letter to support their paid day off request directly into their CFA application on HRconnect.

5.4 Managers can request for proof of naturalization ceremony date and time (at the manager's discretion).

5.5 Managers are required to complete a 2-step process for timecard coding and reporting of hours. Step 1: Accurately code the timecard (refer to section 5.5.1). Step 2: Report the number of hours coded on timecard (refer to section 5.5.2).

5.5.1 Step 1 - Timecard Coding:

5.5.1.1 KP TIME system: Please use pay type "ADN" and enter "WFR Citizenship" in the comments screen, or

5.5.1.2 HRconnect system: Select "Absence Paid" from the Absence Type drop-down. Select "Admin Time Not Worked" from the Reason drop-down.

5.5.2 Step 2 – Report coded hours in HRconnect Citizenship Fee Manager Portal:

5.5.2.1 Make sure the number of hours entered in the manager portal matches the exact number of hours you code on the employee's timecard.

6.0 Approval

This document was approved by:

- Lionel Sims, Vice President, Office of Labor Management Partnership & National Labor Relations Strategy, 10/17/2022
- Jessica Butz, Director, National Workforce Planning, Alliance of Health Care Unions, 10/17/2022
- Nai Saelee, Business Operations Manager, National Tuition Reimbursement Administration, 10/18/2022

6.1 Revision History

- Original Effective Date: 01/01/2023