



INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR SMALL WATER SYSTEM OPERATORS EXPENSE REIMBURSEMENT GRANT



- 1. Section 1 Personal History** – Fill in your personal history (name, birth date, address, etc.). Be sure to mark your operator number if you are currently certified as an Operator in California, as this will be verified.
- 2. Section 2 Position Related Employment** – Please answer the questions relating to your employment. You are required to provide this information and it will be used to verify you eligibility. You may enter multiple systems if needed. This information will be verified. If you are not sure of your system ID number you may leave that section blank.
- 3. Section 3 Additional Information** – Please use this section to provide any additional information.
- 4. Section 4 Signature of Applicant** – Sign to verify that all of the information provided in this application is correct and true. Please read this section carefully before you sign.
- 5. Submit the Application** – Mail or fax the completed application to:

CPS Human Resource Services
Attn: SWS-ERG
241 Lathrop Way
Sacramento, CA 95815

Fax: (916) 561-8423

Not sure if your system qualifies? Just give us a call (toll free) at 1-866-867-3594, and we will be happy to help!

The Small Water System Operator Expense Reimbursement Grant is a partnership between California Department of Health Services and CPS Human Resource Services to distribute EPA funds to small water operators to reimburse the costs of obtaining and maintaining certifications.

www.cps.ca.gov/tlc/sws
Toll free (866) 867-3594



Human Resource Services