**Hilton Honors™ Military Rewards Program**

**6-STEPS TO A SUCCESSFUL STAFF REFERRAL**

| **Steps** | **Decision Points** |
| --- | --- |
| **Step 1**  Verify Eligibility | **Is the customer a…**   * Veteran * Transitioning Service Member (TSM) (within 6 months of discharge date) * Active National Guard/Reserve (NG/R)   **Does the customer have a…**   * CalJOBS℠ User ID[[1]](#footnote-1) * Hilton Honors Account[[2]](#footnote-2)   **Does the customer have one of the following documents verifying their eligibility for the program?**   * Veteran – DD214, Veteran Designation on Driver’s license/state ID, NGB22, or DD256 * Active TSM/NG/R – Military ID, or TSM Letter[[3]](#footnote-3) |
| **Step 2**  Verify Referral Reason | **Does the customer have business more than 50 miles from their residence?**   * Job Interview * Training for new job * Housing search (based on job offer) * Confirmed job search (*client* *must be in case management)* * Other work related activities (e.g. job testing, self-employment seminars, etc.)   **Does the customer have one of the following documents verifying their reason for referral?**   * Letter of intent * Offer letter * Appointment letter * School acceptance letter * Or any other sufficient documentation to validate request |
| **Step 3**  Research points necessary | Customer researches points necessary for employment-related travel at [Hilton Reservations](https://www.hilton.com/en/?WT.mc_id=zLADA0WW1XX2PSH3DA4PPC5PPC6MULTIBR7). AJCC staff working with the customer must verify the points needed prior to submission. Note – **100,000 lifetime limit.** Points per night stay will vary based on Hilton brand and location. |
| **Step 4**  Complete  and Submit Referral | AJCC staff completes and submits referral form to the EDD through the designated EDD Hilton Honors mailbox at [WSBVeteranHiltonHonors@edd.ca.gov](mailto:WSBVeteranHiltonHonors@edd.ca.gov). |
| **Step 5**  State Review | Approximately within 3 business days, the Veterans Program Unit (VPU) will validate that the referral form is accurate and complete. After validation, the VPU will submit the request to Hilton member’s services. |
| **Step 6**  Hilton Approval | Approximately within 7 business days after submission to Hilton Honors, jobseeker should receive an email confirmation from Hilton. Points can now be redeemed! |

1. CalJOBS account user ID is required for participation. Sign up is available at [www.caljobs.ca.gov](http://www.caljobs.ca.gov/). [↑](#footnote-ref-1)
2. Hilton Honors account number required for participation. Sign up is available online at [www.joinhhonors.com](http://www.joinhhonors.com/) or by phone at 1-800-4HONORS (446-6677). [↑](#footnote-ref-2)
3. Letter from Commander, Terminal Leave Letter, DD Form 4, or separation date provided in CalJOBS. [↑](#footnote-ref-3)