**ATTACHMENT 5**

**Program Staff Template**

**Unit Cost of Service Definition:**

Case Management: The subrecipient shall provide case management by a qualified case manager for each program participant based on individual needs and willingness to participate, unless the program participant has been terminated from the Program. Case management shall be conducted with a program participant-centered approach that takes into consideration the most pressing of the program participant's needs. Every participant will receive, at a minimum, a risk and needs assessment and Plan of Care during the first 15 business days of enrollment.

Case management shall include: Outreach, Needs Assessment, Plan of Care, Follow-up/Plan Review, Employment Assistance, and all essential Case Management Services. Spreadsheets documenting services and total service units provided by each individual case manager to participants will be generated monthly by the award agency from the RENEW system and provided to Reentry program office for reimbursement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Case Management unit cost rate** |  |  |  |  |
| Name | **Example** |   | Group Rate |  |
| Title | Case Manager |   |   |  |
|  |   |   |   |  |
| Annual Salary | 52,000 |   |   |  |
|  *Portion of Time Devoted to Activity* | *100%* |  |  |  |
| Total Salary | 52,000 | 0 |   |  |
|  |   |   |   |  |
| Benefits | 100.00% |   |   |  |
|  *FICA* | $22,360 |   |   |  |
| *FRS* |   |   |   |  |
|  *Insurance (health, life, long-term)* |   |   |   |  |
| Benefit Amount | 22,360 | 0 | Total Salary & Benefits |  |
|  |   |   |   |  |
| Total Salary and Benefits | 74,360 | 0 | 74,360 |  |
|  |   |   |   |  |
| Hours per year | 2,080 | 2,080 |   |  |
| *less:* |   |   |   |  |
| PTO hours (includes vac, sick, personal) | 120 |   |   |  |
| Holiday hours | 64 |   |   |  |
| Trainings, Staff Meetings | 100 |   |   |  |
| Non-Direct Service hours (up to 40%) | 520 |   |   |  |
| TOTAL: | 804 |   |   |  |
|  *Portion of Time Devoted to Activity* | *100%* | *0%* | Chargeable Hours |  |
| *equals Chargeable (Productive) Hours:* | 1,276 | 0 | 1,276 |  |
|  |   |   |   |  |
| Total Salary and Benefits | 74,360 | 0 | 74,360 |  |
| *divided by Chargeable Hours:* | 1,276 | 0 | 1,276 | Unit Rate per 15 minutes |
| *equals Hourly Recharge Rate:* | **$58.28** |  | **$58.28** | **$14.57** |
| *(formulas are embedded in form)* |   |  |   |  |