

# Partially Federally Funded Staff Form for the 2009-2010 School Year Instructions

Leader Services has developed an automated procedure that matches each provider's salary and benefits paid with state and/or local dollars against federal payments generated by that provider. When claims submitted by a partially federally funded provider exceed 80 percent of his/her allowable amount, the LEA will be advised to monitor any further billing from that provider to ensure that the provider does not exceed his/her allowable reimbursement amount.

**Note:** *Claims submitted in one school year but paid in the next school year are recorded against the next school year's reimbursement amount.*

## <sup>1</sup> LEA Name

Enter the name of your school district, intermediate unit, charter school, state-owned school, approved private school, or private residential rehabilitation institute.

## <sup>2</sup> Service Provider Name

Enter the name and specialty of those service providers whose salaries and/or benefits are paid partially with state and/or local funds.

## <sup>3</sup> Total Salary

Enter the service provider's total salary.

## <sup>4</sup> Total Benefits

Enter the service provider's total benefits.

## <sup>5</sup> Total Student Service Hours

Enter the service provider's total health-related, student service hours.

## <sup>6</sup> State/Local Salary

Enter the service provider's salary amount paid with **state/local dollars**.

## <sup>7</sup> State/Local Benefits

Enter the service provider's benefits amount paid with **state/local dollars**.

## <sup>8</sup> State/Local Student Service Hours

Enter the service provider's **state/local** health-related, student service hours.

**For each specialty, add the state/local amounts for salary, benefits, and hours to the corresponding service specialty totals on the *SBAP Direct Services Cost Worksheet*.**

**Attach this form to the *SBAP Direct Services Cost Worksheet* and submit both to Leader Services via fax: (570) 455-4526 or mail: P.O. Box O, Hazleton, PA 18201-0058.**