

Partially Federally Funded Staff Form for the 2011-2012 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.*

¹ LEA Name

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

² 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.

³ Total Salary

Enter the service provider's total salary.

⁴ Total Benefits

Enter the service provider's total benefits.

⁵ Total Student Service Hours

Enter the service provider's total student service hours used to report the total salary.

⁶ State/Local Salary

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

⁷ State/Local Benefits

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

⁸ State/Local Student Service Hours

Enter the service provider's student service hours that are funded with **state/local dollars**.

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.