

**Cost statements.** Your rate includes the overhead costs of running the program. The cost statement shows the direct service cost per consumer. Please included administrative expenses in the "other" section on the cost statement form and provide the total monthly cost in the "total cost per month" section at the bottom of the cost statement form. Below are two examples.

Example #1: If you are providing 40 hours of SLA services for a consumer and your staff is getting \$15.00 an hour (including the benefits) then your direct service costs would be \$600.00 and lets say your SLA hourly rate is \$20.38 the amount submitted on the 204 (purchase of services) would be \$815.20 (\$215.20 administrative costs)per month. the \$815.20 will go in the total cost per month and the \$215.20 administrative portion will go in the "other" and you would write in administration cost.

So your cost statement form would look something like this:

Type of service	Cost per Hour	Benefits per hour	Monthly hours	Subtotal cost by month	Cost divided by number of clients	ISP Objective
Training Habilitation  John Doe	\$13.50	\$1.50	40	\$600.00	(1)\$600.00	
Personal attendant						
Consultant						
Indirect hours						
Generic Services						
24 hour support						
Other (administrative costs)					(215.20)	

Total cost per month  
(Based on 40 hours at \$20.38hr) \$815.20

Example #2: If it is more complicated, lets say that you have 2 consumers who are being served by one and sometimes two staff you would need to work out the cost statement per consumer based on the following scenario:

Jane and Debbie live together. You provide service for both consumers as follows. From 3pm to 10 pm Monday through Thursday you have 1 staff on duty for both consumers. 7 days a week you have one staff person from 10 pm to 9 am the next day. On Friday from 3pm-10pm each consumer have their own staff. On the weekends they share staff from 9am to 10pm that night:

Monday-Thursday for 3pm to 10pm shift staff hours would be 7 hours a day x 4 days = 28 hours a week multiply this by 4.3 to find monthly hours of 120.4 hours a month for staff on a 2 to 1 ratio.

Friday 3-10 pm 7 hours x 4.3 = 30.1 hours rounded to 30 hours a month

Sat and Sunday 9am-10pm, 13 hours x 2 days = 26 hours a week x 4.3 for 112 hours a month for weekend hours.  
Weekend hours = 112 hours a month (divided by 2 consumers 56 weekend hours each month per consumer).

24 hour (overnight services): 10pm - 9am daily = 11 hours a day x 7 days = 77 hours a week x 4.3 = 331 hours a month.

Type of service	Cost per Hour	Benefits per hour	Monthly hours	Subtotal cost by month	Cost divided by number of clients	ISP Objective
Training Habilitation	\$13.50		120.4			
Betty Bob m-t 3-10 shift		\$1.50	(60.2)	\$1806.00	(2) \$903.00	
Carol, for individual hours on Friday		\$1.50	30	\$450	(1) \$450.00	
Nancy, Jan, Kathy for Sat and Sunday	\$13.50	\$1.50	112 (56)	\$1680	(2)\$840	
	\$13.00					
Personal attendant	N/A				N/a	
Consultant John Jacob behaviorist	\$30.00		(*4)	\$120	(*\$120)	
Indirect hours report writing	*		(*2)			
Generic Services	(\$6.75)	(0)	(195)	(\$1316.25)	(\$1316.25) subtracted	

IHSS hours 195 hours a month provided by Mary Jane					from WRC rate.	
24 hour support (overnight) Jane, Judy, Karen	\$7.50	\$1.25	331 (165.5)	\$3102.4	(2) \$1551.20	
Other *Administrative costs						\$3431.8

Rate at \$23.00 an hour x 312 hours = \$7176 - \$1551.20 (IHSS)

Total cost per month

\$5859.75
-----------