

Commonwealth of Pennsylvania CY 2022 Community Participation - Remote Assumptions Log

Allowable Cost Components	Community Services
	Community Participation
	Remote
Unit of Service	15 minutes
Wages and ERE	
Direct Care Wages (Statewide) ¹	\$12.78-\$15.90
Enhanced Direct Care Wages (Statewide) ¹	\$21.11 - \$25.57
Other Program Staff Wages ² (Supervisor and Program Specialist) (Statewide)	\$22.83-\$27.00
Employee Related Expenses <i>*Applicable to FT employees only</i>	\$613 (Monthly) health \$23 (Monthly) STD/LTD \$9 (Monthly) Life Ins \$405 (Annual) FUTA / SUTA 2.4% Retirement 1.0% Workers Comp 7.65% FICA
Paid Time Off (PTO)	5-25 days PTO bank (FT only) + 5 training days + 11 federal holidays (FT only) + 1 new hire training day per 22.8% of staff
Other Indirect Assumptions	
Full Time/Part Time Staff Split	30% FT/70% PT
Productivity: Billable Hours per Day	6.0 billable hours per 7 hour day
Productivity: Absentee Factor	A flat 0% for staffing ratios of 1:1 and above and ranged from 5%-15% for staffing ratios below 1:1, e.g. 1:4.
Direct Care Staffing Ratio	Based on service definitions
Other Program Staff Staffing Ratio	1:6 (Supervisor) 1:30 (Program Specialist)

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Transportation	\$500 per year for 3 individuals
Occupancy Square Footage and Cost per Sq Ft per Year	N/A
Food	N/A
Supply Cost	\$1.00 per individual per day
Employee Training Cost	\$309 per employee per year (including \$159 for certification)
Technology Fee	\$1,000 per staff member every 3 years
Administration Percentage ³	10%
Unit Multiplier	N/A

¹ Wages for direct care staff have been adjusted to account for overtime by applying a 1.2% adjustment for full time employees below an annual salary of \$47,476.

² Wages for supervisor and program specialist staff have been adjusted to be equal to or above the annual salary of \$47,476. Overtime adjustments will not apply to these staff.

³ Staff recruiting costs have been considered and are included in the administration percentage.