Staff Billing Methods & Approved Allocations

Below are two options for tracking, calculating, and invoicing for staff time for SNAP E&T providers.

Staff expenses are included in monthly invoices for the Employment & Training program. The two methods are referred to as: **1) Direct Hours Billing**; and the **2) Client Ratio Method**.

DIRECT HOURS BILLING

The **Direct Hours Billing** method is typically used for staff involved in the planning, implementation, and operation of the E&T program. This might include work such as E&T contract oversight, time spent developing job training curriculum, staff training or ongoing communication with the SNAP agency, for example.

Applicable staff track time spent working directly on SNAP E&T program activities on timesheets to document their billable time.

For the invoice, the total hours spent on eligible E&T activities **[X]** is multiplied by each employees' total personnel cost rate **[Y]** – their hourly wage plus all allowable fringe costs – to determine the amount of expenses which to be charged on the invoice for a given month.

[X] **# Hours Spent on SULA Allowable Activities** *(varies, on timesheets)*	X	**[Y]** **$ Wage + Fringe Hourly Rate** *(unique to each staff)*	=	**$ Charged** *(using 50/50 breakdown)*

CLIENT RATIO METHOD

The **Client Ratio Method** is typically used for direct service staff who work with a caseload or range of participants each month including both E&T enrolled participants and non-E&T participants. Applicable positions might include employment specialists, case managers, job developers, trainers, or instructors, for example.

Each of these positions has an approved percentage of aligned E&T time based on the job description and time spent on eligible E&T activities, see below for examples.

Applicable staff are charged on monthly invoices by multiplying the approved allocated percent time spent on allowable E&T activities **[A]**, times the given months' Client Ratio **[B]** – calculated as the actual E&T participants served in a given month divided by the total clients served that month – times each staff members' total wages and fringe received that month **[C]**. This exercise and accompanying tool on the Skill Up resource page can help walk through this process.

The allocation measured by percentage of time spent on allowable E&T activities will not change from month to month, as it is tied to the staff role itself using the allocation described below. However, the percentage of actual number of participants (the Client Ratio) will change from month to month as individuals are enrolled and/or exit the program.

[A] **% of Time Spent on E&T Allowable Activities** *(fixed, defined below)*	X	[B] **% Client Ratio of E&T Participants in Month** *(varies by month)*	X	[C] **$ Total Wages + Fringe in Month** *(varies by month)*	=	**$ Charged** *(using 50/50 breakdown)*

EXAMPLES: STAFF ALLOCATION – CLIENT RATIO METHOD BY POSITION

The following allocations are agreed-upon for staff in these positions working on E&T program activities and billing can be calculated for monthly invoices using the methodology described above. *Refer to the exercise and tool above to come up with the allocations that make sense for your organization.*

Staff Allocated at 95% of Time Spent on Allowable E&T Activities

Individuals working in positions below on the E&T approved budget spend 95% of their time on E&T allowable activities based on their roles:

1. Supervisor
2. Employment Specialist

Staff Allocated at 90% of Time Spent on Allowable E&T Activities

Individuals working in positions below on the E&T approved budget spend 90% of their time on E&T allowable activities based on their roles:

1. Operations Manager
2. Operations Coordinator

EXAMPLE DESCRIPTION OF E&T ELIGIBLE ACTIVITIES BY JOB DESCRIPTION

The following table provides additional details on how the percentage of time spent on E&T allowable activities has been calculated for each of the positions for which the Client Ratio Method will be used.

Position Title	Description of Position Role
Supervisor	Supervises E&T participants involved in work experience program (SWBL) to ensure that the scope of work is being executed in a professional and timely manner. Conduct briefings and trainings on job duties, proper equipment use, safety, and other pertinent areas. Train E&T participants on job duties, proper uniform, equipment, and other pertinent areas. Support the E&T participants transition program and assist with the implementation of the program. Act as a mentor to E&T participants by coaching and recognizing their performance with consistent write ups and evaluations.
Operations Manager	Oversees the training process for E&T participants involved in work experience program, documents all participant conversations and communicates any concerns regarding performance/personal struggles immediately to respective program and HR staff.
Employment Specialist	Provides employment assessments, career planning, work readiness assistance, case management and delivery of supportive services to participants. Services include resume development, assistance with job search activities and connection to needed community resources.