

Staffing Pattern Grid Instructions (RESIDENTIAL PROGRAMS ONLY)

A completed **Staffing Pattern Grid** to reflect a typical direct care staffing pattern for a 24-hour, 7-day week period must be submitted for each program requesting a rate. The **Staffing Pattern Grid** must be approved by the respective licensing agency. Print and sign the documents for submission to your licensing agency no later than **January 16, 2024**.

- Enter the Organization and Program name as shown on Form A of the budget workbook.
- Include direct child care workers, social workers, recreation staff, or other staff included in Form E-3 (Direct Child Services & Facility Support) of the Budget spreadsheet.
- Enter the clock hours for each shift as used for the program.

**For example: Employee 520 works Shift 1 8:00 am-4:00 pm
Employee 532 works Shift 2 3:00 pm-8:00 pm**

Shift 1	Mon	Tues	Wed	Thurs	Fri	Total Weekly Hours	Total Annual Hours
Direct Care Position #							
520	8	8	8	8	8	40	2080
521	8	8	8	8	8	40	2080
Social Worker Position #							
300	8	4	4	8	4	28	1456
320	8	8	8	8	8	40	2080
Total Hours by Day	32	28	28	32	28	148	7696
Shift 2	Mon	Tues	Wed	Thurs	Fri	Total Weekly Hours	Total Annual Hours
532	5	5	0	5	5	20	1040
Other Position #							
400	8	8	8	8	8	40	2080
Total Hours by Day	13	13	8	13	13	60	3120

Select the tab with the timeframe that best reflects the coverage needs for your program to compute the total hours that should reconcile with the hours budgeted on Form E-3.

- 52 weeks (July 2024-June 2025)
- 39 weeks (September 2024-June 2025)
- 13 weeks (July 2024-September 2024)

Contact the Rate Section to discuss an expanded staffing grid if there are special timeframe considerations beyond the weeks set with the three tabs.

A written narrative must be included with the Staffing Pattern Grid and submitted to your licensing agency to justify any staffing changes.