Cost Formula Worksheets
2019

OPTION A – <u>AVERAGE MONTHLY ACP COSTS METHOD WORKSHEET</u>
Administrative, Counseling and Placement (ACP) Worksheet

<u>Step 1</u>

Obtain the amounts for Sections 1A, 1B, 2A, 3A, 3C, 3E, 3F and 3G from the form RSA-2, Schedule I – Total Expenditures and enter them on the appropriate lines below.

1A. Direct Administration Costs $ _____

1B. Indirect Administration Costs $ _____

2A. Services Provided by Agency $ _____
    (2.A.1.a & b + +2.A.2.a & b)
3A. Establishment, Development, or
    Improvement of Community Rehabilitation
    Program $ _____

3C. Special Services to Provide
    Nonvisual Access to Information $ _____

3E. Business Enterprise Program $ _____

3F. Transition Consultation and
    Technical Assistance $ _____

3G. Transition Services to Youth and Students $ _____

                                                    _____

ADD THE ABOVE LINES TO ARRIVE AT THE
TOTAL INDIRECT ACP COSTS $ _____

<u>Step 2</u>

Determine the total number of clients served during Federal FY 2018.
_____
(Take from lines A15, B3, C3, D1, D2, D3 D4 of the final RSA-113 submission for the Federal FY18, Oct. to Sept. period)

<u>Step 3</u>

$ _____ ÷ _____ = $ _____
   INDIRECT ACP COSTS   TOTAL NO. OF CLIENTS   YEARLY COST
   (Total from Step 1)   SERVED IN FY18   PER CLIENT
                               (Take from Step 2)

<u>Step 4</u>

$ _____ ÷ _____12_____ = $ _____
   YEARLY COST PER CLIENT   MONTHS   AVERAGE MONTHLY

2

To use this formula when filing a claim, multiply the "AVERAGE MONTHLY COST PER CLIENT," derived in Step 4, by the number of months from the date the client entered VR through the date of final VR closure. The result is the cost to be submitted as the total for administration, counseling and placement for that claim.

OPTION A – <u>AVERAGE MONTHLY TRACKING COST WORKSHEET</u>

<u>Step 1</u>

Obtain the sum of the Administration costs from line 1A & 1B of the form RSA-2. (This is line lD on the RSA-2 spreadsheet.)

1. Administration Costs $ _____

<u>Step 2</u>

$ _____ ÷ _____ = $ _____
ADMINISTRATION COSTS   TOTAL NO. OF CLIENTS   YEARLY COST PER
(From Step 1)   SERVED IN FEDERAL FY18   CLIENT
                     (Take from lines A15, B3,
                     C3, D1, D2, D3, D4 of final RSA-113
                     submission, Oct.-Sept. period)

<u>Step 3</u>

$ _____ ÷ _____12_____ = $ _____
YEARLY COST PER   MONTHS   AVERAGE MONTHLY
CLIENT (From Step 2)   TRACKING COST
                                             PER CLIENT

To use this formula when filing a claim, multiply the average monthly cost for tracking by the number of months after VR closure that the case is tracked, up to a maximum of 9 months.

OPTION B – <u>ADJUSTED MONTHS OF SERVICE ACP WORKSHEET</u>
Administrative, Counseling and Placement (ACP) Worksheet

Step 1

Obtain the amounts for section 1A, 1B, 2A, 3A, 3C, 3E, 3F and 3G from the form RSA-2, Schedule I – Total Expenditures and enter them on the appropriate lines below.

1A. Direct Administration Costs $ _____

1B. Indirect Administration Costs $ _____

2A. Services Provided by Agency $ _____
    (2.A.1.a & b + +2.A.2.a & b)
3A. Establishment, Development, or
    Improvement of Community Rehabilitation
    Program $ _____

3C. Special Services to Provide
    Nonvisual Access to Information $ _____

3E. Business Enterprise Program $ _____

3F. Transition Consultation and
    Technical Assistance $ _____

3G. Transition Services to Youth and Students $ _____

ADD THE ABOVE LINES TO ARRIVE AT THE
TOTAL INDIRECT ACP COSTS $ _____

Step 2

a. Calculate the "Total Service Months of Clients Open" for the prior Federal FY (2018) using 2a through 2c. Remember the numbers are taken from your <u>prior</u> year's form RSA-113.

RSA-113 Quarterly Cumulative Period	# of Clients Open at End of Quarterly Period (Add lines A15, B3, C3 for each quarter to get the period total)	# of New Acceptances (Add lines A12, A13 and A14 from final/Period 4 2018 from RSA 113)
Oct.-Dec.		
Line A15	_____	
Line B3	_____	
Line C3	_____	
Period 1 Total	_____	
Oct.-Mar.		
Line A15	_____	
Line B3	_____	
Line C3	_____	
Period 2 Total	_____	
Oct.-Jun.		
Line A15	_____	
Line B3	_____	
Line C3	_____	

Period 3 Total	_____	
Oct.-Sept.		**Oct.-Sept.**
Line A15	_____	Line A12_____
Line B3	_____	Line A13_____
Line C3	_____	Line A14_____
Period 4 Total	_____	Period 4 Total: _____
		Enter 1/2 period 4 total on line (2) below.
Add period totals to get Fed. FY18 total	_____ **(1)**	_____ **(2)**

b. Divide Federal FY18 Total, Step 2a.(1), by 4 to determine "Average Clients Open per Month".

_____ ÷ 4 = _____
FEDERAL FY18   AVERAGE CLIENTS
TOTAL   OPEN PER MONTH

c. Multiply "Average Clients Open per Month" from Step 2b. times 12 to determine "Total Service Months of Clients Open" in Federal FY18.

_____ x 12 = _____
AVERAGE CLIENTS OPEN   TOTAL SERVICE MONTHS
PER MONTH   OF CLIENTS OPEN IN
                            FEDERAL FY18

Step 3

_____ - _____ = _____
TOTAL SERVICE MONTHS   ONE-HALF OF THE NEW   TOTAL ADJUSTED MONTHS
OF CLIENTS OPEN IN FY18   CLIENTS ACCEPTED FOR   OF SERVICE
(Take from 2c.)   SERVICE DURING FY18
                          Take from chart -
                          Step 2a.(2)

Step 4

$_____ ÷ _____ = $ _____
 INDIRECT ACP COSTS   TOTAL ADJUSTED MONTHS   TOTAL COST PER
 (From Step 1)   OF SERVICE (Total from   MONTH OF SERVICE
                         Step 3 above)

To use this formula when filing a claim, multiply the "TOTAL COST PER MONTH OF SERVICE" (derived in Step 4) by the number of months from the date the client entered VR through the date of final VR closure. The

result is the cost to be submitted as the total for administration, counseling and placement for that claim.

OPTION B – <u>ADJUSTED MONTHS OF SERVICE TRACKING COST WORKSHEET</u>

<u>Step 1</u>

Obtain the sum of the Administration costs from line 1A & 1B of the form RSA-2. (This is line lD on the RSA-2 spreadsheet.)

1. Administration Costs $ _____

<u>Step 2</u>

a. Calculate the "Total Service Months of Clients Open" for the prior Federal FY16 using 2a through 2c Remember the numbers are taken from your <u>prior</u> year's form RSA-113 (FY18).

RSA-113 Quarterly Periods (2018)	# of Clients Open at End of Quarterly Period (Add lines A15, B3, C3 for each quarter to get the period total)	# of New Acceptances (Add lines A12, A13 and A14 from final/Period 4 2018 form RSA 113)
Oct.-Dec. Line A15 Line B3 Line C3 <u>Period 1 Total</u>	_____ _____ _____ _____	
Oct.-Mar. Line A15 Line B3 Line C3 <u>Period 2 Total</u>	_____ _____ _____ _____	
Oct.-Jun. Line A15 Line B3 Line C3 <u>Period 3 Total</u>	_____ _____ _____ _____	
Oct.-Sept. Line A15 Line B3 Line C3 <u>Period 4 Total</u>	_____ _____ _____ _____	**Oct.-Sept.** Line A12_____ Line A13_____ Line A14_____ <u>Period 4 Total:</u> _____ Enter 1/2 period 4 total on line (2) below.
Add period totals to get Fed. FY18 total	_____ **(1)**	_____ **(2)**

b. Divide Federal FY18 Total, Step 2a(1), by 4 to determine "Average Clients Open per Month".

```
_____  ÷  4 = _____
FEDERAL FY18           AVERAGE CLIENTS
TOTAL                  OPEN PER MONTH
```

c. Multiply "Average Clients Open per Month" from Step 2b times 12 to
determine "Total Service Months of Clients Open" in Federal FY18.

_____ x 12 = _____
AVERAGE CLIENTS OPEN   TOTAL SERVICE MONTHS
PER MONTH   OF CLIENTS OPEN IN
                              FEDERAL FY18

Step 3

_____ **-** _____ **=** _____
TOTAL SERVICE MONTHS   ONE-HALF OF THE NEW   TOTAL ADJUSTED MONTHS
OF CLIENTS OPEN IN FY18   CLIENTS ACCEPTED FOR   OF SERVICE
(Take from 2c)   SERVICE DURING FY18
                          Take from chart -
                          Step 2a (2)

Step 4

$ _____ ÷ _____ = $_____
  ADMINISTRATION COSTS   TOTAL ADJUSTED MONTHS   MONTHLY TRACKING
   (From Step 1 above)   OF SERVICE (From   COST PER CLIENT
                              Step 3 above)   MONTH OF SERVICE

To use this formula when filing a claim, multiply the monthly cost for
tracking by the number of months after VR closure that the case is
tracked, up to a maximum of 9 months.