

**Instructions to Assist in Completing the Wage Supplement Grant Forms**  
**Original Wage Supplement (Wage 1)**  
**Wage Supplement Grant 2 of 2009 (Wage 2)**  
**Wage Supplement Grant 3 of 2010 (Wage 3)**

**No Narrative is required for any of the Wage Supplement Grants.**

On March 18, 2010, the Wyoming Senior Services Board established the following policy regarding Direct Care Personnel: The Wyoming Senior Services Board Policy for Direct Care dictates that each individual senior center's Board of Directors determines its own policy defining which employee positions are considered "Direct Care Personnel". The Center Director, however, will remain ineligible for all Wage Supplement Grant wage increases. Use of this policy began in WSSB fiscal year 2011.

As noted above, the Center Director is ineligible when performing administrative duties. However, wage increases paid to administrators for time when they are providing direct care may be charged to wage supplement grants under the direct care position (e.g. center director drives the bus, functions as bookkeeper, cooks etc.)

There is no longer a requirement that projects can only supplement positions that were included in the 2008 original wage funding. Additional positions may be added to those receiving wage funding since 2008. Positions that have been eliminated since 2008 should not be included in the wage grants. Note that the amount of funding that may be awarded to each position is for the amount of a wage increase and for maintaining that increase in years to follow. If a project's grants provide a sufficient amount of funding, an additional wage increase may be added in subsequent years. WSSB funds may be used to fund both the initial and additional wage increases.

**Instructions for completing Wage Supplement Grant Forms:**

On each line complete the cells about each direct care employee who will receive wage and/or benefits from the Original Wage Supplement Grant 1. Do not name the employee but rather specify the position the employee holds and that is being funded in the first cell. As you complete cells, the spreadsheet's formula will complete most of the required math for you.

**Columns to complete on the GRANT FORM for each direct care employee:**

**POSITION:** Type in the name of the employee's position in this cell. If more than one employee works in this position, type in the same position name on as many lines as are appropriate.

**TOTAL HOURS FOR THIS YEAR:** For each listed position, determine how many hours of the salary increase or previously given wage increase you will maintain with this grant. Enter the total hours into this cell.

**WSSB WAGE AMOUNT THIS YEAR:** After determining the WSSB amount for a particular employee for the entire year, do the math. (total hours x amount of wage increase). Enter this amount into the WSSB Wage amount cell. When you do this the total amount of funding for what you have entered so far will appear in the final cell entitled **TOTAL WSSB WAGE SUPPLEMENT AMOUNT THIS YEAR.**

WSSB WAGE BENEFITS THIS YEAR: Determine any benefit amounts that will be funded for the position (such as a percentage of payroll taxes or percentage of vacation or personal time).

When you have entered this dollar amount, click on the last cell, TOTAL WSSB WAGE SUPPLEMENT AMOUNT THIS YEAR, again and the Wage Benefits will be added to the amount already entered into this last cell of the line.

TOTAL WSSB WAGE SUPPLEMENT AMOUNT THIS YEAR: Should be completed when you have followed and completed the steps for cells one through four.

**Example:**

<u>Position</u>	<u>Hours</u>	<u>Wage Amt.</u>	<u>Wage Benefits</u>	<u>Total Wage Supple.</u>
Bus Driver	800	\$400 (800 x \$ .50)	\$31 (400x7.65%= \$30.60)	\$431

Follow this procedure on each line of the Report Forms for Wage 1, Wage 2, and Wage 3 until you have budgeted all of the money your project has been awarded for each of the three grants.

**\*\*Remember to round to the nearest dollar amount**

A senior center that has received a Wage Supplement Grant should try to spend all of these granted dollars by June 30<sup>th</sup>, the close of WSSB's fiscal year. No extensions for Wage Supplement funds are permissible. Any Wage Supplement Grant funds not spent prior to the fiscal year's end, must be returned by check to the Aging Division's Fiscal Manager with a notation on the check's memo line indicating the source of the funds, i.e., Original Wage Supplement Grant 1, WSG 2, and/or WSG 3, being returned. Unspent Wage Supplement Grant dollars must be returned by July 15<sup>th</sup>. At the end of each biennium, unspent Wage Supplement dollars will revert to the State of Wyoming's general fund.