

Salary Reimbursement Requirements

For agencies being reimbursed salary expenses for direct client services:

The annual salary for the "Case Manager" is \$41,600. This breaks down to \$ 20.00 per hour.

The attached draw and documentation is to support the salary reimbursement request for draw #1 for \$80.00 and the 4 hours Nicole Waters, Case Manager spent with the clients listed on the Direct Beneficiary Form. The hourly wage and staff hours total the amount requested on the draw for salary reimbursement.

The log shows the client name, the dates of services, and hours spent with the staff member listed above.

IN ADDITION TO THE CLIENT LOG WITH EMPLOYEE HOURS, DATES OF SERVICE, and TOTAL AMOUNT OF SALARY REPRESENTED ON DRAW.....

***Please remember** to attach all client file documentation proving income eligibility, New Castle County jurisdiction eligibility (parcel search), agency application and New Castle County CDBG form. These documents must accompany each draw to begin processing for reimbursement from New Castle County. If you have any questions concerning draw submittal and supporting documentation, please contact Nicole Waters at (302) 395-5644 or nwaters@nccde.org, or Amanda Torres at (302) 395-5699 or atorres@nccde.org.

<i>Client Log for Salary Reimbursement</i>				
<i>Worker Name:</i>	<i>Client Name:</i>	<i>Dates of Service:</i>	<i>Total Hours:</i>	<i>Reimbursement Request:</i>
Waters, Nicole	Doe, Jane	1/2/2016	2	\$40.00
Waters, Nicole	Smith, John	1/6/2016	2	\$40.00
Total hours this draw			4	\$80.00

*Use this chart as a guide when creating your own log.