

**Agency Name:** \_\_\_\_\_

**Requirements for sub-recipients being reimbursed salaries for Relocation & Stabilization Housing Stability Case Management or Shelter Case Management services:**

The annual salary for the “**Case Manager**” is **\$41,600**. This equates to **\$ 20.00** per hour.

The attached draw and documentation is to support the Case Management salary reimbursement request for draw **#1** for **\$80.00** , and the **4** hours **Nicole Waters, Case Manager** spent with the clients listed on the enclosed packets & Direct Beneficiary Form. The total salary request is included in the total amount requested on the draw form. A Rapid Re-Housing draw breakdown outlining the expenses included in the total draw request is attached. (Example: **1. Rental Assistance, 2. Relocation Stabilization: Security Deposit & Utilities, 3. Relocation & Stabilization: Case Management**).

**The log below shows the client name, the DOS, and hours spent with the case manage**

**\*Please remember** to attach all the client file documentation as outlined in your contract and the ESG RR or Shelter Checklist Sheet. 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](mailto:nwaters@nccde.org).

<i>Client Log for Case Management 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
<b>Total hours this draw</b>			<b>4</b>	<b>\$80.00</b>

**Included for Draw Processing:**

- Draw & Proof of Paid Expenditures
- Draw Expense Breakdown for Rapid Re-Housing Projects (**1,2,3 example above**)
- Case Management Salary Log
- Complete Client File Documents & Beneficiary Form