

## **INSTRUCTIONS FOR MH/ID 15-A PERSONNEL ROSTER**

The MH/ID 15-A is a report that lists all personnel employed for all, or any part of a fiscal year.

- (1) COST CENTER: Identifying funding source (i.e. MH, ID, or both).
- (2) NAME: List full name of incumbent of position. List vacancies on separate lines.
- (3) TITLE: List MCR assigned classification.
- (4) HOURS WORKED: List approved number of hours worked per week. Hours should include only those eligible for MH/ID participation.
- (5) ANNUAL RATE: List annual agency set reimbursement for position.
- (6) SALARY PAID: List annual salary to be paid by agency during the fiscal year (i.e. 7/1/90 – 12/31/90 at \$10,453 and 01/1/91 – 06/30/91 at \$10,975 = \$10,714 to be listed in #6).
- (7) ANNUAL RATE: List MH/ID eligible rate for position.
- (8) SALARY PAID: List eligible MH/ID reimbursement to be paid during the fiscal year. This amount should not include disallowed costs or pro rated costs to other non-related MH/ID services (i.e. Aging, D&A, PIC, etc.). Only salaries paid eligible for state participation are to be included on budgets submitted.

**TOTALS:** Compute the total salary listed in Columns 6 and 8 and report in the appropriate space provided.

**PAGE NUMBERS:** If more than one page is required to list employees, number each page consecutively (1 of 3, 2 of 3, etc.).

**SUBMISSION:** The MH/ID 15-A is submitted to the County Program on a monthly basis, or as requested.

## **MH/ID 15-A**

### **EXAMPLE**

Assuming the following: Annual anniversary date for increment is January 1; highest annual rate to be paid employee by agency during current fiscal year as of January 1 is \$22,000; actual salary paid by agency to employee is “ $\frac{1}{2}$  year at \$20,000 &  $\frac{1}{2}$  year at \$22,000” or \$21,000; per MH/ID Comp Plan highest eligible salary set during current fiscal year as of January 1 is \$20,000; per cost allocation plan 5% of work time is spent on non-MH/ID activities which is to be documented by an administrative cost allocation plan;  $(5\% \times \$20,000 \times \frac{1}{2} \text{ year}) + (5\% \times \$19,000 \times \frac{1}{2} \text{ year}) = \$975$ .

### **MH/ID 15-A:**

	<u>TOTAL SALARY</u>		<u>SALARY ELIGIBLE FOR STATE PARTICIPATION</u>	
	Column 5 <u>Annual Rate</u>	Column 6 <u>Salary Paid</u>	Column 7 <u>Annual Rate</u>	
Employee	<u>\$22,000</u>	<u>\$21,000</u>	<u>\$20,000</u>	<u>\$18,525</u> Note (A)

\* ONLY salaries paid eligible for state participation are to be included on budgets submitted.

Note (A)  $[(\$20,000 \times \frac{1}{2} \text{ year}) + (\$19,000 \times \frac{1}{2} \text{ year})] \text{ less } \$975 = \$18,525$ .

...Had this employee not been involved in non-MH/ID activities, the salary paid eligible for State participation would have been as follows:

$(\frac{1}{2} \text{ year} \times \$20,000) + (\frac{1}{2} \text{ year} \times \$19,000) = \$19,500$ .