**Request for Additional Minimum Wage Funding for 2016-17 Reconciliation Rates**

The 2016-17 reconciliation rate minimum wage funding adjustment is based on 2015-16 reported data reported as part of the 2017-18 Minimum Wage Survey. If a provider believes that one or more of its programs are entitled to additional minimum wage funding, beyond the amount calculated and added to their tuition rate as part of the 2017-18 Minimum Wage Survey, the New York State Education Department (NYSED) Rate Setting Unit (RSU) will recommend additional funding be provided based on a detailed accounting of a program’s minimum wage actual expenditures. Because the additional minimum wage funding must be demonstrated based on an actual accounting of expenses, the funding is only eligible to be added to reconciliation rates.

Please note, a detailed actual accounting must be performed for each program seeking funding above that provided as part of the 2017-18 Minimum Wage Survey. RSU has developed a template for this information for the 2016-17 reconciliation rates – the format may be altered to reflect the number of programs and number of employees impacted by minimum wage increases for your agency. The information that must be submitted and certified by programs seeking additional minimum wage funding for the 2016-17 reconciliation rates is as follows:

1. Identify the Provider/School Name.
2. Identify the SED Program Codes for each Program seeking additional Minimum Wage Funding
3. Identify the names of direct Employed Staff (employees not independent contractors) whose hourly rates were raised to comply with the applicable minimum wage that took effect on 12/31/16.
	1. **Single Program Impact:** If the impacted direct Employed Staff worked solely in one SED special education program during the 2016-17 school year, list the names of the impacted employees together under the “Single Program Impact” heading. Add rows if needed.
	2. **Multiple Program Impact**: If the impacted direct Employed Staff worked in multiple SED special education programs during the 2016-17 school year, list the names of the impacted employees together under the “Multiple Program Impact” heading. Add rows if needed.
	3. **Agency Administration:** If the impacted direct Employed Staff worked in an agency administration position (Position Title Codes 601-690) during the 2016-17 school year, list the names of the impacted employees together under the “Agency Administration” heading. Add rows if needed.
4. Identify the Position Title Code for each impacted direct Employed Staff (single program, multiple program, or agency administration impact).
5. Identify the Hourly Rate Paid to each impacted direct Employed Staff using the last full pay period prior to 12/31/16.
6. Identify the Minimum Wage Effective 12/31/16 for the region in which the employee worked:

|  |  |
| --- | --- |
|   Location |  12/31/16 |
|   NYC (11 or more employees) |   $11.00 |
|   NYC (10 or less employees) |   $10.50 |
|   Long Island & Westchester |   $10.00 |
|   Rest of State (ROS) |    $9.70 |

1. Report the “Number of Hours Paid from 12/31/16 to 6/30/17” for each impacted direct Employed Staff. For school year filers, this information represents six months of your financial reporting period for the 2016-17 school year. For calendar year filers, this information represents the information contained in the (FF) reporting period for the 2016 calendar year-end Consolidated Fiscal Report (CFR).
2. RSU Will Review the Change in Wages Due to Minimum Wage Calculation based on the information you submit:

Change in Employees’ Wages due to Minimum Wage Compliance = (Applicable Minimum Wage Hourly Rate in Effect on 12/31/16 - Employee’s Hourly Rate Paid Prior to 12/31/16) multiplied by the number of hours paid to the Employee from 12/31/16 to 6/30/17.

1. Identify Hours Paid by Program for each Impacted Program Staff:
	1. Assign hours worked to a specific program code for each impacted direct Employed Staff:
		1. **Single Program Impact:** If the impacted direct Employed Staff worked solely in one SED special education program during the 2016-17 school year, then all hours worked for this employee should be reported under one single program code.
		2. **Multiple Program Impact**: If the impacted direct Employed Staff worked in multiple SED special education program during the 2016-17 school year, then hours worked must be assigned to two or more program codes.
2. Report the Net Agency Administration, and the Agency Administration Allocation by Program for each Impact Agency Administration Staff.
	* 1. **Agency Administration:** If the impacted direct Employed Staff worked in an agency administration position (Position Title Codes 601-690) during the 2016-17 school year, report the Net Agency Administration (CFR-3 line 42) and, for each program you are seeking additional funding, the Agency Administration Allocation (CFR-1 line 65).
3. “Change in Wages Due to Minimum Wage” is allocated to each program code based on the impacted program employee’s hours worked in each program; or for agency administration staff, based on the Agency Administration Allocation per the CFR. RSU will review this calculation based on the information you submit and sum the results to create a Salary Impact for Each Program seeking additional minimum wage funding.

Salary Impact for Each Program = the sum of the change in wages for all direct Employed Staff & vacant positions by program code to create one figure to represent the additional salary expenses each program incurred during the 2016-17 school year to comply with the Minimum Wage Act.

1. Identify the Minimum Wage Impact to Mandated Fringe Benefits for Program Staff and Agency Administration Staff:
	1. **Program Staff:** For each program, a “Mandated Fringe Percent” is needed to determine the additional mandated fringe benefits each program incurred during the 2016-17 school year to comply with the Minimum Wage Act. “Mandated Fringe Percent” for program staff is the quotient of dividing “Mandated Fringe Benefits” expenses reported on schedule CFR-1 line 18 by the “Personal Services” expenses reported on schedule CFR-1 line 16. The Mandated Fringe Percent by program will be applied to the minimum wage salary impact by program code to determine the dollar impact of minimum wage increases to program staff.
	2. **Agency Administration Staff:** Mandated Fringe Benefits expenses for Agency Administration staff are reported on schedule CFR-3 line 3 and the 2015-16 Personal Services expenses are reported on schedule CFR-3 line 1, of the 2015-16 CFR, respectively. “Mandated Fringe Percent” for agency administration staff is the quotient of dividing “Mandated Fringe Benefits” expenses reported on schedule CFR-3 line 3 by the “Personal Services” expenses reported on schedule CFR-3 line 1. The Mandated Fringe Percent by program code will be applied to the minimum wage salary impact by program to determine the dollar impact of minimum wage increases to agency administration staff.
2. RSU Will Review the Change in Wages Due to Minimum Wage Calculation, and the Minimum Wage Impact to Mandated Fringe Benefits based on the information you submit to calculate Minimum Wage Compliance Expenditures by Program Code.
3. Following review, RSU will send a MINIMUM WAGE COMPLIANCE EXPENDITURES certification form which will contain the additional funding request(s) for your agency and must be certified by the agency’s Chief Administrator prior to RSU recommending additional minimum wage funding to program’s reconciliation rates.