

Contractor: _____

ESTIMATED FULL-TIME EQUIVALENCY TOTALS ¹

Activity	Subtotals	Est. FTE ²
1. Administrative/Supervision (to include administrative staff)		
2. Eligibility Determination (total staff supporting subsidized services)		
2A. Eligibility Determination (line staff)		
2B. Eligibility Determination (supervisors)		
2C. Eligibility Determination (clerical)		
3. Payment Management (total staff supporting payment services)		
3A. Payment Management (line staff)		
3B. Payment Management (supervisors)		
3C. Payment Management (clerical)		
4. Provider Services (total staff supporting provider services)		
4A. Provider Services (line staff)		
4B. Provider Services (supervisors)		
4C. Provider Services (clerical)		
5. Parent Services (total staff supporting parent services)		
5A. Parent Services (line staff)		
5B. Parent Services (supervisors)		
5C. Parent Services (clerical)		
TOTAL		

¹ Indicate here how many hours per week constitute a full-time week for your agency: _____

² All estimates are to be done as percentages of the time for a worker. For one worker it might be 15% of the worker's time (which should be listed above as .15 of a worker). For several workers it might be 225% representing 2 ¼ workers regardless of how many staff are involved (which should be listed above as 2.25 of a worker). Do not take the percentages beyond two places. These estimates should equal the staff totals in Rider 3.