



School District Gap Payroll Funding Support Program

Based on the commitments that specific School Districts have made in writing to STAR of CA for payment of contracted non-delivered services due to COVID-19 related school closures, we have established gap payroll funding support program for those affected Behavior Technicians, hourly Supervisors, or Mental Health Associates.

The eligibility and methodology for calculating this gap payroll funding support includes the following:

1. **Funding:** Only School Districts who have committed in writing to pay for contracted non-delivered services due to the COVID-19 school closures are included in gap payroll funding support program (*see Appendix A*).
2. **Eligibility:** Gap payroll funding support is available for Behavioral Technician, hourly Supervisor and Mental Health Associate employees (“Eligible Employees”) whose School District have agreed to make payments for contracted non-delivered services as described in #1 above.
3. **Payroll Period:** Gap payroll funding support will be made available to impacted staff per pay period for BII services and monthly for BID and Counseling services given the differences in how each service is delivered (e.g., BII hours used daily, BID and Counseling hours used across the month).

Gap Payroll Funding Support Methodology

4. **Gap Funding Hours:** Gap Funding Hours are the contracted scheduled hours minus the delivered hours during the specified period. For example, if a student had 72 hours of BII scheduled for the pay period March 16th-31st and 6 hours of BII were delivered, there would be 66 BII gap funding hours. If the same student had 4 hours of BID scheduled for the month of March and 2 hours of BID were delivered, there would be 2 BID gap funding hours. The calculations are specified below.
 - $(72 \text{ contracted and scheduled hrs of BII for the pay period}) - (6 \text{ hours of BII delivered}) = 66 \text{ BII gap funding hrs}$
 - $(4 \text{ contracted and scheduled hrs of BID for the month}) - (2 \text{ hours of BID delivered}) = 2 \text{ BID gap funding hours}$
5. **Staff Cancellation Hours and Allocation:** Staff Cancellation Hours are calculated by taking an impacted student’s scheduled hours less hours of service delivered to an impacted student, in any. The Staff Cancellation Hours will be then allocated proportionately across Eligible Employees scheduled to delivered services to an impacted student. Using the Gap Funding Hours described in #4 above, Behavior Technician #1 experienced 30 hours of the Staff Cancellation Hours, or 43% , and Behavior Technician #2 experienced 40 hours of Staff Cancellation Hours, or 57%. These percentages would be applied to the BII Gap Funding Hours. The calculations are specified below.



- (Behavior Technician 1) 43% of 66 = 28.38 gap funding hours
- (Behavior Technician 2) 57% of 66 = 37.62 gap funding hours

In the same example, the hourly Supervisor assigned to the case had 2 hours of BID cancellation for the month of March, or 100% of the cancelled BID hours. The calculation is specified below.

- (hourly Supervisor) 100% of 2 = 2 gap funding hours
6. **Offset Hours:** Hours paid to an Eligible Employee during the Payroll Period for services provided unrelated Staff Cancellation Hours. Continuing with the example above, let's say the two Behavior Technicians in the example above didn't work with any other clients and the first Behavior Technician was paid for 3 non-billable hours and the second Behavior Technician paid for 5 non-billable hours during the Payroll Period. These non-billable hours will offset against Gap Funding Hours ("Offset Hours").
 7. **Gap Payroll Hours:** Gap Funding Hours are the total hours for each Eligible Employee after calculating #4 through #6 above. For example, the Gap Payroll Hours for each Behavior Technician for the pay period would be calculated as reflected below.
 - (Behavior Technician 1) 28.38 BII Gap Funding Hrs less 3 Offset Hours = 25.38 Gap Payroll Hrs
 - (Behavior Technician 2) 37.62 BII Gap Funding Hrs less 5 Offset Hours = 32.62 Gap Payroll Hrs

In the same example, the hourly Supervisor had a total of 15 gap funding hours across their assigned students for the month and the Supervisor was paid for 5 non-billable hours for the month of March. Then the calculation of gap payroll funding hours for the hourly Supervisor for the month would be as follows.

- (hourly Supervisor) 15 BID Gap Funding Hrs – 5 Offset Hours = 10 gap Payroll Hours
8. **Gap Payroll Funding:** An Eligible Employee's Gap Payroll Funding is calculated Gap Payroll Hours (#7) for the specified period (i.e., per pay period for BII services, per month for BID and Counseling services) multiplied by the Eligible Employee's hourly rate.

The first gap payroll payment will be issued on the next pay date, 4-22-20. This will include gap payroll payments for BID and Counseling services corresponding to the month of March 2020, and gap payroll payments for BII services corresponding to the March 16th-31st and April 1st-15th 2020 pay periods.

Please be advised that gap payroll funding support with the School Districts are subject to change if their payment commitments change.

Thank you for your patience and ongoing commitment to us as we continue to support each other during this challenging time.



If you have questions please direct them to Riskmanagement@starofca.com.

Together,

A handwritten signature in black ink, appearing to be "DMoes".

Doug Moes, Ph.D., BCBA-D
President



Appendix A: As of April 19th 2020 the following School Districts have made a full payment commitment to us. This list is subject to change if we reach agreement with other School Districts on their commitment to provide us with full payment for our contracted non-delivered services. We will provide updates if such changes come about.

ABC Unified
Conejo Valley USD
Hueneme Elementary SD
Moorpark USD
Oxnard Union High SD
Oxnard USD
Pleasant Valley USD
Santa Clara County Office of Ed
Santa Maria Joint UHSD
Santa Maria-Bonita SD
Santa Monica-Malibu USD
SB County Education Office
Simi Valley USD
Triton Academy
VCOE
Ventura USD