

Calculating Expenses for a Substitute Care Facility

Name: Program Participant _____

Name of Substitute Care Facility: _____

Facility Total
Monthly Rate:

Facility
Capacity:

1. MONTHLY ROOM & BOARD EXPENSES	2. AMOUNT	3. METHODOLOGY TO CALCULATE INDIVIDUAL RATE: <i>Divide average monthly expense entered in Column2 by the facility capacity (above).</i>	
1. Rent <u>or</u> 2. Depreciation <u>and</u> mortgage interest (if you use depreciation, include mortgage interest)		Average Monthly Expense ÷	=
Property Taxes		Average Monthly Expense ÷	=
Insurance (Title, Mortgage, Property, Casualty)		Average Monthly Expense ÷	=
Maintenance/Repairs (Building and grounds upkeep/maintenance and/or equipment repairs for residents).		Average Monthly Expense (Note: Can include cost of owner or staff time clearly related to maintenance.) ÷	=
Furnishings supplied by Facility and used by Residents		Average Monthly Expense ÷	=
Resident Food *		Average Monthly Expense	
Household Supplies		Average Monthly Expense ÷	=
Electricity		Average Monthly Expense ÷	=
Water and Sewer		Average Monthly Expense ÷	=
Heating Fuel		Average Monthly Expense ÷	=
Resident Telephone**		Average Monthly Expense	
Cable Television***		Average Monthly Expense	
FACILITY EXPENSE SUBTOTAL		INDIVIDUAL EXPENSE SUBTOTAL	
<i>Enter subtotal amount from Column 3 (individual Expense) above</i> INDIVIDUAL SUBTOTAL: _____		*** To calculate rent: Subtract Individual Food, Phone and Cable TV costs from room and board total = RENT _____ CM/SSC provides RENT amount above to ESS. ESS calculates the Special Housing Amount.	
PARTICIPANT-SPECIFIC EXPENSES		Special Dietary Needs, Exceptional Utility Costs, Personal Supplies, Other Personal Expenses.	
TOTAL ROOM AND BOARD EXPENSES FOR THE PARTICIPANT¹		Individual Subtotal Plus Participant-Specific Expenses.	

¹ **Note:** This methodology should be used for CBRFs and RCACs. It is not recommended for use in determining room and board in Adult Family Homes.