

Standard Price Structure for Staffed Residential Services – Cheat Sheet

Needs Assessment:

1. Staffing needs should be outlined on a daily or weekly basis, and should provide details on the staff to child ratio. The staffing outline should include all hours for staff that provide direct services to the child/youth (it is not necessary to explain how the agency will schedule the staff e.g., 3x8 hour shifts):

- e.g., One staff 24-hours per day
- One staff 24-hours per day + 2 hours of support per day
- One staff 24-hours per day + 40 hours of additional support per week
- 200 hours of direct staff per week + 7 hours of supervision per week

Relief staff **should not** be included in the staffing model, as they will be captured in the “non-direct wages” portion of the contract.

Wages:

2. When an agency charges at an hourly rate, the ministry will pay wages **up to the maximum CSSEA negotiated rates**¹. The hourly rate being paid must consider staff education and experience:

Education: most base workers are classified as either Residence Workers or Residence Child/Youth Workers. Consult the [Joint Job Evaluation Plan Benchmarks](#) for job titles, descriptions and qualifications of all other approved staffed residential positions. The agency must staff the residence with a more qualified/experienced individual if that is what the ministry has purchased (as per the contract):

- i. Residence Workers have a certificate in human/social services field and 1 year recent related experience
- ii. Residence Child/Youth Workers have a diploma in human/social services field and 2 years recent related experience

Experience: the negotiated CSSEA wage grid outlines how many hours of experience a staff member must have with that agency/union in order to be paid at those rates.

| Position | Experience | | | |
|------------------------------|---|--|--|---|
| | Step 1 | Step 2 | Step 3 | Step 4 |
| | 0-2000 hours* (approx. 1 year or less) | 2001-4000 hours* (approx. 1 to 2 years) | 4001-6000 hours* (approx. 2 to 3 years) | 6001+ hours* (approx. 3 years or more) |
| Residence Worker | \$16.33 | \$17.12 | \$18.06 | \$19.01 |
| Residence Child/Youth Worker | \$17.44 | \$18.29 | \$19.30 | \$20.32 |

* The term “hours” means the number of hours worked by the employee, hours of paid vacation, paid holidays, and paid union leave (up to 20 days per year).

The ministry’s version of the costing tool will auto-populate the hourly wage rate using the average current market rates. These rates will be updated and adjusted as Staffing Costing Tool information is received and assessed. The unionized and non-unionized agency versions of the costing tool will require the user to input the actual wage rates paid to direct staff.

The hiring rate of pay for a new employee will not be higher than the rate of pay for an existing employee in the same classification with similar work experience, training and education.

3. When an agency charges at a 24-hour live-in shift rate, the ministry will pay up to the hourly rate equivalent for the 24-hour period. Staff are encouraged to research other contracts from the area to determine a reasonable 24-hour live-in shift rate given the particular needs of the child and his/her respective staffing support model.

Non-Direct Wages

4. Non-direct wages (backfill costs) will only be paid to agencies that do not request relief funding for statutory holidays, staff meetings, paid sick days, training, or vacation coverage. Unless the supervisor is providing direct services to the child, they are not eligible for backfill. The average backfill percentage is **13.3%** of wage costs. A backfill calculator has been created to ease in the calculation of the appropriate backfill percentage.

¹ If a unionized agency (e.g., HEABC, BCGEU) has a ratified collective agreement with the Province of British Columbia, the ministry will fund up to the maximum negotiated rate. Non-unionized agencies paying above the maximum CSSEA negotiated rate will require approval from the EDS.

Benefits

Benefits costs should not exceed 25.0% of staff wage costs. The ministry will automatically provide funding for statutory benefits at **9.712%** (as of April 1, 2015) of staff wage costs (Workers Compensation costs for individual agencies may be slightly higher, and must be reflected in the *Staffing Costing Tool*). If an agency's benefits costs exceed 25.0%, the agency may be required to provide the ministry with documentation detailing actual benefits costs.

Program Costs:

6. Program costs are those directly incurred when delivering the service, and typically include food, transportation, telephone/cellphone for staff, and training/professional development. **These costs vary significantly depending on multiple factors (e.g., the medical/behavioural needs of the child, the geographic location of the staffed residence, the number of children in the residence, dietary requirements).**

Food: The ministry will cover food costs for the child and direct staff that are present over a meal time. The following are **guidelines** for monthly food costs based on the Family Care Home Monthly Rate breakdown:

| Individual | Cost per Month |
|-----------------------|----------------|
| Child (0 – 11 years) | \$133.34 |
| Child (12 – 19 years) | \$184.05 |
| Staff | \$184.05 |

Transportation: The following are **guidelines** for all-inclusive monthly transportation costs:

| Number of Beds | Cost per Month | |
|----------------|----------------|-------|
| | Low | High |
| One | \$125 | \$300 |
| Two | \$250 | \$500 |

Staff should use the all-inclusive negotiated rate of \$0.45 per kilometre to calculate the reasonableness of the transportation costs (e.g., 500km per month x \$0.45 per km = \$225 per month)

7. Training and professional development costs should be supported by a training plan.

Facility Costs:

8. Facility costs vary greatly across the province. The ministry will fund rental costs up to a reasonable amount (fair market rent), and if the agency owns the building being used in the direct delivery of service, the ministry will pay up to the fair market rent direct to the agency. To determine the fair market rent in your area, you can use the following resources:

- For apartment and townhouse rentals, check out the [Canada Mortgage and Housing Corporation's Housing Market Outlook](#) report. This report is updated twice each year.
- For single-family residences, conduct research in the area using the local paper, real estate listings, and other resources.

Client Support Costs:

9. Client support costs are associated with the day-to-day care of the child, and are based off of the Family Care Home monthly rate. This cost is **only paid for the days that the child is in care**, and includes clothing, allowance and chore incentives, recreation, gifts, school fees and supplies, personal care and household supplies. The following are **guidelines** for monthly client support costs:

| Individual | Cost per Month |
|-----------------------|----------------|
| Child (0 – 11 years) | \$306.96 |
| Child (12 – 19 years) | \$347.53 |

Administrative Costs:

10. The ministry funds administrative costs incurred by service providers up to 10% of the total contract value. There are circumstances where administrative costs may not apply to an agency or may be lower than the 10% guideline. In such cases, the guideline of 10% does not apply and a negotiated lower rate applies. Refer to the [MCFD Contracting Financial Reporting and Management Requirements](#) for further information on Administrative Costs.