Staffing Pattern Grid Instructions (residential programs only):

Provide a paper copy of a typical staffing pattern for a 24-hour, 7-day week using the attached Staffing Pattern Grid. The grid must be filed on disk.

- Enter the Organization and Program name as shown on Form A of the Budget spreadsheet.

- If the children in the program attend school, complete a Staffing Pattern Grid for the months the children are and are not in school.

- Enter the clock hours for each shift as used for the program. For example shift 1 from 12:00 a.m. – 8:00 a.m., shift 2 from 8:00 a.m. – 4:00 p.m., etc.

- In each grid square, enter the number of direct child care service hours per shift, per position title, e.g.,

  Shift 2: Monday
  8:00 a.m.-4:00 p.m.

  Direct Care Worker (2) 16
  Child Care Supervisor (1) 8
  Social Worker (1) 8

- These may include direct child care workers, social workers, recreation staff, or other staff included in Form E-3 (Direct Child Services & Facility Support) of the Budget spreadsheet.

- Compute and enter the total hours by shift, day of week, and total.

- If staffing hours are being increased or decreased, please also submit a letter of summary with justification for changes.