



Approved by Matt Jordan, CEO, 12/23/2021

<b>SS-03-03</b>	<b>Support Services Reimbursement Calculation</b>		
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## **I. Background**

### **A. Purpose**

The purpose of this document is to explain how support services reimbursements are calculated. The calculations apply only to organizations who have scholars who have been deemed eligible for reimbursement from Prosperity Denver Fund (PDF) and provide support services.

### **B. Definitions**

- **Eligible Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.
- **Supported Organizations** – organizations who have received reimbursement funding from PDF.
- **Approved Scholar** – a scholar who has been deemed eligible for reimbursement from PDF.
- **Reimbursement rate** – a rate set forth by the Board of Directors for reimbursement based on a scholar’s financial need, not to exceed seventy-five percent of the amount spent by the organization for an eligible student.
- **Support services** – services designed to increase college student persistence and graduation.



## **II. Reference Documents**

### A. Ordinance Section(s)

- Sec. 11-34. – Organization reimbursement program (1,3,4-6)

### B. Related Policies & Procedures

- SS-03-01: Support Services Reimbursement Submission
- SS-03-02: Support Services Reimbursement Review
- SS-03-03: Support Services Reimbursement Calculation
- RP-04-02: Reimbursement Detail Reports

### C. Other Related Documents

- Student Disbursement Databases
- PDF\_Support Services Reimbursement Process (0720)



### **III. Policy**

Support services reimbursements are calculated based on an average spend per student by the supported organization (SO) on support services programming.

There are two caps associated with support services reimbursement:

1. The maximum allowable support services reimbursement per scholar is based on the scholar's individual reimbursement rate. The reimbursement rate is determined by their financial need and a sliding scale set forth by the Board of Directors.
2. Support services reimbursement may not exceed a percentage of the total reimbursement for each scholar, as set forth by the Board of Directors. This percentage is currently set as 50%.

The most up to date reimbursement rates and allowable percentage of support services reimbursement should be found in the board's governance documents.



## IV. Procedure

### A. Formula

Support services reimbursements are determined based on the following multi-step formula:

1. The organization’s average support services expenses per scholar are calculated:

A		B		C
Total eligible support services expenses submitted by SO	÷	Total # of scholars for SO (including those ineligible for PDF reimbursement)	=	Average support services expenses per scholar

2. The average support services expenses per scholar are then multiplied by the individual scholar’s reimbursement rate to determine the maximum allowable support services reimbursement for that scholar:

C		D		E
Average support services expenses per scholar	X	Individual scholar’s reimbursement rate	=	Maximum allowable support services reimbursement for individual scholar

3. The maximum allowable support services reimbursement for the individual scholar is then compared with the scholarship reimbursement amount for that scholar.

E		F		G: Lesser of E or F
Maximum allowable support services reimbursement for individual scholar (based on reimbursement rate)	or	Scholar’s approved scholarship reimbursement amount	whichever is lower =	Approved support services reimbursement amount



**B. Example**

The table below shows example support services reimbursement calculations for two approved scholars:

	A	B	(A / B) C	D	(C x D) E	F	(Lesser of E or F) G
Scholar Name	SO Total Support Services Expenses	SO Total # of Scholars	Avg. Support Services Expenses per Scholar	Individual Reimbursement Rate	Maximum Allowable Support Services Reimbursement	Approved Scholarship Reimbursement	Approved Support Services Reimbursement
Ana	\$10,000	10	\$1,000	75%	\$750	\$500	\$500
Mike	\$10,000	10	\$1,000	70%	\$700	\$1,000	\$700