

**Le Sueur County Developmental Services, Inc.
Staff Ratio**

Individual: _____

Date: _____

Person requiring Staff Ratio of 1:4.

A person who has one or both of the characteristics described in items A and B must be assigned a staff ratio requirement of 1:4.

- A. On a daily basis, the person requires total care and monitoring or constant hand over hand physical guidance to successfully complete at least three of the following activities:

Yes	No	
___	___	Toileting
___	___	Communicating basic needs
___	___	Eating
___	___	Ambulating

OR

- B. The person:

___	___	Engages in conduct that poses imminent risk of physical harm to others
___	___	Engages in conduct that poses imminent risk of physical harm to self
___	___	Manifests severe dysfunctional behaviors
___	___	Does the frequency, intensity, or duration of any target symptom checked "Yes" require frequent daily ongoing intervention and monitoring as established in an approved CSSP or CSSP Addendum.

A person requiring staff ratio of 1:8

A person who has both the characteristic determined in items A and B must be assigned a staff ratio requirement of 1:8.

- A. The person does not meet the requirements for a staff ratio of 1:4.
B. On a daily basis, the person requires verbal prompts to spot checks and minimal or no physical assistance to successfully complete at least three of the following:

Yes	No	
___	___	Toileting
___	___	Communicating basic needs
___	___	Eating
___	___	Ambulating

Person requiring Staff Ratio of 1:6

A person who does not meet the requirements for 1:4 or 1:8 minimum staff ratio must be assigned a staff ratio requirement of 1:6.

Other conditions requiring additional staff:

Yes	No	
___	___	Health or safety needs
___	___	Conduct frequently presents an imminent risk of physical harm to self or others.

Individual Requires _____ to _____ staff ratio.

Case Manager Signature: _____ Date: _____

Program Manager Signature: _____ Date: _____

Potential Unlimited

208 East Main Street

P.O. Box 47

Waterville, MN 56096

Phone: (507) 362-8494 Fax: (507) 362-8718

I give LeSueur County Developmental Services (Potential Unlimited)
permission to share _____'s payroll information
with the Social Security Administration.

Legal Representative

Date

Terms of Certificate Notice

"HOW YOU ARE PAID"

Le Sueur County Developmental Services/Potential Unlimited is certified by the U.S. Department of Labor to pay special minimum wage rates. Our certificate is posted on the wall at each work site. The Fair Labor Standards Act provides that workers with disabilities whose disabilities impair their ability to perform the type of work being done in the establishment may be employed at wage rates below the minimum otherwise required by the FLSA. Such employment is permitted only under certificates issued by the Department of Labor and must reflect the productivity of the individual worker as related to the productivity of a worker who does not have disabilities for the work being performed, and the wages being paid to experienced workers performing the same or similar work in the vicinity.

For purposes of payment of commensurate wages under a certificate, a worker with a disability is defined as an individual whose earning or productive capacity is impaired by a physical or mental disability, including those relating to age or injury, for the work to be performed.

Remember:

- You are not paid for class time, recreation or therapy.
- You are not paid for time when you refuse to work or do not work.
- Your pay may go up or down according to the amount of work available, your speed, your quality of work.
- You are not paid for ½ hour breaks and lunch breaks.
- Janitorial crews going out in the morning will not be paid until their bus departs for the cleaning site.
- Janitorial crews are paid for the bus ride to the cleaning site and the bus ride back to Potential Unlimited if they go to work upon their arrival.
- Bus rides will not be paid back to Potential Unlimited if it is the end of the day, or they are returning for lunch or break time.
- Paychecks are issued for the 24th of each month. Each check is for the work completed the previous month. If you have questions about your check and how you are paid, please ask Potential's Payroll Manager.

Client _____

Date _____

Guardian/Parent _____

Date _____