



City and County of San Francisco

San Francisco Department of Public Health

Contract Development and Technical Assistance

Policy & Procedure Detail*

Policy & Procedure Title: FRINGE BENEFIT RATE INCREASE		
Category: Contracts		
Effective Date: May 2012	Last Revision Date: October 12, 2017	
DPH Unit of Origin: Business Office Contract Development Technical Assistance (CDTA)		
Policy Owner: Judy Perillo Business Office Budget Unit	Phone: 255-3451	Email: judy.perillo@sfdph.org
Distribution: DPH-wide <input type="checkbox"/> No	Other: As specified in Purpose of Policy	

*All sections in table required.

FRINGE BENEFIT RATE

1. Purpose of Policy

The purpose of this policy is to establish a cap on the Fringe Benefit rate charged by community based organizations contracting with the following DPH Sections: Ambulatory Care-Behavioral Health Services (includes CYF and AOA), Ambulatory Care/Primary Care (includes HIV Health Services), Community Health Equity and Promotion (includes HIV Prevention Services), and Ambulatory Care-Maternal, Child, and Adolescent Health. Additionally, this policy establishes a procedure for making Fringe Benefit rate increase requests.

2. Policy

The Fringe Benefit rate charged by agencies for each program above should not exceed 30 percent of the program’s salary expenses. Requests to increase the Fringe Benefit rate above 30 percent must be approved by the appropriate Section Director, or his/her designee. Fringe Benefit Rate Increase Forms should be completed with detail specific to the program level referenced on the form. Fringe benefit rate increases will be applied only to that program(s) where forms have completed and approved and not unilaterally across the entire agency. Where applicable, grant guidelines will dictate the maximum Fringe Benefit rate that any agency may charge; however Fringe Benefit rates for contractual services exceeding 30 percent must still be approved by the Section Director, or his/her designee, even if grant guidelines allow a higher rate. The approved benefit rate will continue to apply unless and until another request for a different rate is submitted.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

3. Definitions

A Fringe Benefit is any form of employee compensation provided in addition to wages or base salary, such as a pension, health benefits, and insurance coverage, etc.

4. Procedures

There is a standard form that must be completed to request an increase to Fringe Benefit rates. It should be used for an agency requesting an increase from its existing level to exceed 30 percent. This increase will be approved by the affected DPH Section Director(s), or his/her designee and the Budget Analyst. If an agency contracts with multiple sections, and would like the request to be considered for all contracts, the request will be reviewed by each of the affected Section Directors. Each Director will be given a time frame to respond. The form to request an increase to an agency's Fringe Benefit rate may be obtained from the agency's Contract Development and Technical Assistance (CDTA) Program Manager. The completed form should be submitted to the CDTA Program Manager, who will distribute it to the Budget Analysts for review/approval and then to the Directors of all Sections affected for their review/decision. The CDTA program manager will notify the agency once approval or denial of the request has been determined. Responses, including e-mail approvals from Section Director(s), will be scanned and stored with approved/denied form in COOL.

5. References/Attachments

Fringe Benefit Rate Increase Request Form