



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCHOOL ADMINISTRATIVE SERVICES
 P.O. BOX 480
 JEFFERSON CITY, MISSOURI 65102-0480
 (573) 751-0357

BASIC FORMULA – FEDERAL BUDGET STABILIZATION FUND – ARRA
Report of Jobs Created/Jobs Retained FTE

SCHOOL INFORMATION

COUNTY-DISTRICT CODE	DISTRICT/CHARTER SCHOOL NAME	Completed application must be received by 4:00 p.m., September 23, 2009.
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DIRECTIONS

MAIL/FAX/E-MAIL the completed form to:
School Administrative Services, Missouri Department of Elementary and Secondary Education
PO Box 480, Jefferson City, MO 65102
Fax: (573) 526-6898
webreplyadmsf@dese.mo.gov

QUESTIONS: Contact School Administrative Services, (573) 751-0357 or webreplyadmsf@dese.mo.gov.

What is a job created or retained?

A job created for the purposes of this reporting is a new position created and filled or an existing unfilled position that is filled as a result of Recovery Act funding. A job retained is an existing position that would not have been continued to be filled were it not for Recovery Act funding. A job may be counted regardless of whether the employee filling the position is paid for with Recovery Act funds, as long as the job would not have been created or retained in the absence of the Recovery Act funding (i.e., Recovery Act funds are either being used to pay the employee or the availability of Recovery Act funds for other purposes is freeing up funds that are being used to pay the employee). Also, only compensated employment in the United States or outlying areas should be counted.

How should estimates of jobs created or retained be expressed?

The estimate of the number of jobs required by the Recovery Act is to be expressed as FTEs, which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule.

Jobs Created/Jobs Retained – Basic Formula ARRA

TOTAL HOURS FOR QUARTER (July 2009 – September 2009)	
STANDARD HOURS FOR QUARTER	520.00
TOTAL FTE (TOTAL HOURS/STANDARD HOURS)	

Description of Jobs Created/Jobs Retained – Basic Formula ARRA

Brief description of jobs by stating job titles or broader labor categories.

AUTHORIZED SIGNATURE

SUPERINTENDENT OF SCHOOLS/CHIEF OPERATING OFFICER – CHARTER SCHOOL	DATE
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