

**Worksheet to Calculate the
DSS Attorney Hourly Rate for Legal Services**

Year: _____

The following information is obtained from the LDSS-2347, Schedule D, DSS Administrative Expenses, Allocation and Distribution by Function and Program.

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|-----|--|-----|----------|
| 1. | Enter the DSS attorney total salaries from line 1, item 8 (F 8) of the LDSS-2347. Information is available from the local district payroll records. | 1. | \$ _____ |
| 2. | Enter the DSS calculated fringe benefit percentage from line 4, item 8 (F 8) of the LDSS-2347. | 2. | _____ % |
| 3. | Multiply the amount on line 1 by the percentage on line 2 to determine the total amount of fringe benefits to be included in the DSS attorney rate for legal services. | 3. | \$ _____ |
| 4. | Enter the amount of DSS administrative overhead distributed from line 13, item 8 (F 8) of the LDSS-2347. | 4. | \$ _____ |
| 5. | Enter the amount of total non-salary expenses from line 19, item 8 (F 8) of the LDSS-2347. | 5. | \$ _____ |
| 6. | Enter the amount of Total A-87 costs distributed from line 29, item 8 (F 8) of the LDSS-2347. | 6. | \$ _____ |
| 7. | Add the amounts from lines 4, 5, and 6. This is the total overhead and non-salary costs attributed to the Title IV-D function. | 7. | \$ _____ |
| 8. | Enter the total number of staff assigned to the Title IV-D function from line 8, item 8 (F 8) of the LDSS-2347. | 8. | _____ |
| 9. | Divide the amount on line 7 by line 8. This is the individual overhead and non-salary costs. | 9. | \$ _____ |
| 10. | Enter the number of DSS attorneys. | 10. | _____ |
| 11. | Multiply the number on line 10 by the amount on line 9 and enter the results here. | 11. | \$ _____ |
| 12. | Add the amounts from lines 1, 3 and 11. This is the total salary, fringe benefit, non-salary, and overhead costs for the attorneys. | 12. | \$ _____ |
| 13. | Enter the total number of agency hours worked per year.
(Normal agency work week hrs x 52 weeks/year; e.g., 37.5 x 52=1,950) | 13. | _____ |
| 14. | Divide the amount from line 12 by line 13.
This is the DSS attorney hourly rate for legal services. | 14. | \$ _____ |