Approved Lighthouse and FAIR Cost Share Expenses

- **Program Administration:** Expenses incurred to manage and oversee programs and projects; costs separate from the actual delivery of programs and services.

    1. Training of admin staff to be able to run the program
    2. CFO allocable costs for administering the finances of the program, having to create and run reports to fulfill the Bureau's requests for info and data entry
    3. Accounting software – one time purchase, this is encouraged if you do not currently have appropriate software.
    4. RN/Coordinator pay for assessments & other program related services
    5. Advertising for direct care worker (DCW) positions
    6. Background checks
    7. Mailings/stamps/envelopes

- **Program Supplies:** Items necessary to implement programs safely, effectively, and creatively.

    1. Gloves, masks (PPE)
    2. Congregate and/or in-home respite activity supply costs
    3. Tablets/iPad for caregiver clock in/out
    4. Paper for timesheets etc.
    5. Printer ink
    6. Pens/pencils

- **DCW Expense:** Costs incurred by the agency to hire and train DCW. Costs incurred by an employee to carry out job duties and incentives to supplement DCW wages and benefits to encourage employee retention.

    1. Worker PTO
    2. Paid time between clients
    3. Mileage between clients/for errands
    4. Uniforms
    5. Hourly increase in pay
    6. Bonus (holiday, referral, annual, summertime, merit etc.)
    7. Paid training as needed
    8. Life/disability insurance
    9. Pd. Show-up time 2hrs (client not home)
    10. Retirement savings match
    11. Vision/dental/retirement
    12. CPR/First Aid

13. Substitute workers' pay
14. Direct deposit
15. Employee appreciation dinner/gifts

This is not an all-inclusive list of approved expenses. If you have an expense for Lighthouse and/or FAIR that you believe should be allowed but is not included on this list, please contact the Bureau.