

(SF-239) ERI and Severance for Public School District Personnel

**AUXILIARY SERVICES MOBILE UNIT REPLACEMENT AND REPAIR FUND
INSTRUCTIONS**

1. List the name of each Auxiliary Services person for whom you are requesting reimbursement for costs incurred for payment of early retirement and severance.
2. Indicate the name of the non-public school where the individual worked in the Auxiliary Services Program. If the person worked in more than one, identify each school.
3. Indicate the years of employment first in the district and secondly in the Auxiliary Services Program.
4. Indicate the total payment made to each person for whom reimbursement is requested.
5. Indicate the percentage of time worked in the Auxiliary Services Program by each of the persons listed in Number 1. To determine percent of time, divide the number of years worked in the Auxiliary Services Program by the total number of years worked in the district listed in Number 4. If all employment was in the Auxiliary Services Program indicate 100%.
6. Multiply Number 5 by the percentage in Number 6 to indicate the reimbursement being requested of the payment made for early retirement and severance.