

Boone County Mental Health(MH), Mental Retardation(MR), and Aging(AG) Tax Funds Policies and Procedures

Purpose

The purpose of these Policies and Procedures is to establish guidelines for organizations that receive MH, MR, and AG Tax Funds from Boone County.

Philosophy

The Boone County Fiscal Court appreciates the value and need for social services to be provided to our residents. Assuming the availability of Tax Funds, the Fiscal Court will allocate funds each year from the MH, MR, and AG Tax to organizations providing eligible services. The MH and MR Tax Funds will be allocated to organizations that provide mental health and mental retardation programs that address the needs of those Boone County clients. The Aging Tax Funds will be distributed to the organizations that provide programs that respond to the needs of our citizens who are 60 years of age and older. Tax Funds can **only** be used to help Boone County residents who have a **current** physical residence in Boone County.

Application Process

All organizations interested in receiving Tax Funds must follow the Grant Application process described below and administered through the Boone County Human Services Department ("Department"). The Grant Application is available through the Department, P.O. Box 296, Burlington, KY 41005 (859-334-2116) or online at www.boonecountyky.org; Departments; Human Services – Tax Board. The following procedures apply to the Application process:

- The Application covers two (2) Fiscal Years commencing on July 1st. The Application must be received by the Department no later than **5:00 p.m. on January 15th**. Application revisions related to changes in unit costs and units to be delivered for the **second** year of the two (2) year funding cycle must also be submitted to the Department by **January 15th**; however, funding will not be increased as the result of revisions to the Application.
- A **typed original plus four (4) copies** of the Application must be sent to the Department. The Department will then submit the completed Application to the Boone County Tax Board for review and consideration.
- The Tax Board reviews all Applications and usually makes recommendations in April or May.
- The Fiscal Court usually reviews the Tax Board's recommendations in May or June and makes the **final** decision regarding allocations. The Department will inform all organizations of the Fiscal Court's decision.
- Service Contracts will be sent to the funded organizations after approval by the Fiscal Court and a grantee meeting will be scheduled at the start of each Fiscal Year. Organizations will not be paid until a signed Service Contract is received by the Department.

Determination Criteria

The Tax Board and the Fiscal Court use the following criteria in making recommendations and decisions:

- the amount of Tax Funds available to the Fiscal Court;
- priorities as determined by the County;
- data detailing how the program favorably impacts the community (measurable outcomes);

- the organization's administration costs and the cost per unit of service;
- financial stability of the organization;
- results of monitoring conducted by the Department;
- collaborations with other organizations; and
- program efficiencies.

Financial Requirements and Documentation

Organizations contracted to provide services to Boone County residents are required to submit a Monthly Program Report ("Report") which is available on-line. The Report must be completely and accurately filled out and signed by a person who has direct knowledge regarding the accuracy of the Report before the Report will be considered for reimbursement. Repeated billing errors could result in a reduction in funding and/or the imposition of an administrative fee to cover the Department's costs related to monitoring and correcting these errors.

All Reports must be promptly submitted to the Department in order to receive reimbursement. All Reports are reviewed and approved by the Department before submission to the County Treasurer, who, in turn, prepares the appropriate documentation for the Fiscal Court to approve. Processing of billings are controlled by the dates of the Fiscal Court meetings which are held, on the average, two (2) times a month. If the Department requests additional information regarding the Report and the organization does not respond in a timely manner, reimbursement can be delayed. Reimbursement checks are issued by the County Treasurer the day after the Fiscal Court meeting. If the Fiscal Court meeting is cancelled for any reason, the issuance of the reimbursement check will be delayed.

Boone County will **only** reimburse for units of service provided to Boone County residents. The client must have a physical address in Boone County and live in the County. Documentation related to residency must be in the client's file. Homeless Shelters or similar programs can **only** bill for clients whose last known address was in Boone County; for organizations providing **MR services**, the location of the group home controls. **Residential services are only reimbursed when the client sleeps overnight at a facility owned and operated by the grantee organization.**

Organizations that provide **MR and Aging services** must submit with the Report a list of Boone County clients for which the organization is seeking reimbursement from the County. The list must include the following: client's name, type of service, number of units provided that month, current address, and contact phone number. Organizations that provide **school-based MH services** must submit with the Report a letter from the School Principal or Family Resource Coordinator verifying the services provided during each month. If applicable, organizations providing **Aging services** must use the reporting document approved by Boone, Campbell, and Kenton counties and the SAMS report submitted to the Northern Kentucky Area Development District for reimbursement.

Client Files

A file must be created for Boone County clients who have received services that were billed to the County. These files must contain:

1. Initial Assessment that includes documentation of current address.
2. Services provided.
3. A signed and dated Client Informed Consent and Release of Information Authorization form.

The client files are subject to review by the Department.

Request for Additional funding during Fiscal Year (mid-year increases)

Due to a significant reduction in the Tax Fund account balance, **the County will no longer provide additional funding for a program during the remainder of a Fiscal Year.**

Capital Expenditures

No Tax Funds will be used for capital expenditures.

Reallocation of Tax Funds among Programs

Organizations that are funded for more than one (1) program may request, but only one (1) time per Fiscal Year, a shift of funds among programs due to changes in the needs of the clients served. Such requests must have proper justification and be submitted to the Department by **March 15th**. Funds not used during a Fiscal Year will be returned to the Tax Fund account.

Final Payment

Final requests for Fiscal Year funds must be received by the Department **no later than August 1st**. **Failure to comply with this deadline could result in the imposition of a late fee and/or the non-payment of Reports submitted after August 1st.**

Service Contract

The Policies and Procedures are incorporated by reference as part of the Service Contract signed each Fiscal Year by the organizations receiving Tax Funds.

January 1, 2008