

# Boone County Early Childhood Fund

## Policies and Procedures

### Purpose

The purpose of these policies and procedures is to establish guidelines for organizations that receive funds from the Boone County Early Childhood Fund (“BCECF”).

### Structure and Philosophy

The BCECF is governed by the Boone County Early Childhood Fund Board of Directors (“Board”) and is administered by the Boone County Human Services Department. The Boone County Fiscal Court serves as Fiscal agent for the BCECF. The Board appreciates the value of and need for social services to be provided to our young residents.

Assuming the availability of funds, the Board will allocate funds each year to organizations providing eligible services. Funds can only be used to help Boone County residents (please see residency eligibility requirements as outlined under “Financial Requirements and Documentation” section below).

### Application Process

All organizations interested in receiving support from the BCECF must follow the application process described below and administered through the Boone County Human Services Department (“Department”). The application is available online at [https://www.boonecountky.org/departments/human\\_services/boone\\_county\\_early\\_childhood\\_fund.aspx](https://www.boonecountky.org/departments/human_services/boone_county_early_childhood_fund.aspx).

The following procedures apply to the Application process:

- The application covers one (1) Calendar Year commencing on January 1st. An electronic copy of the Application must be received by the Department no later than **the posted due date**.
- Service Contracts will be sent to funded organizations after approval by the Board and a grantee meeting may be scheduled at the start of each Calendar Year. Organizations will not be paid until a signed Service Contract is received by the Department.
- Contracted agencies receiving BCECF funding may be monitored by the Department during the funding period.

### **Determination Criteria**

The Board uses the following criteria in determining the allocation of funds:

- the amount of funds available;
- priorities established by the Board;
- 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;
- the results from program 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 Reimbursement Request (MRR) which is available online. The MRR must be completely and accurately filled out and submitted electronically by one individual within the organization for all programs. Organizations contracted to receive Capital Projects funding are required to submit an appropriate invoice and documentation of Capital Project completion to receive 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 MRRs or invoices (in the case of a Capital Project) must be promptly submitted to the Department in order to receive payment. All MRRs are reviewed and approved by the Department before submission to the Boone County Finance Department which, in turn, prepares the appropriate documentation for Fiscal Court approval. The processing of billings is 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 MRR and the organization does not respond in a timely manner, payment can be delayed. Payment may also be delayed if an organization fails to submit required reports. Checks may be issued by the Finance Department the day after the Fiscal Court meeting. If the Fiscal Court meeting is cancelled for any reason, the issuance of reimbursement checks will be delayed.

BCECF 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 permanent address was in Boone County.

For organizations providing permanent residential services, the location of the group home/facility determines residency. Residential services are only reimbursed when the client sleeps overnight at a group home/facility owned and operated by the grantee organization.

BCECF will only reimburse for Capital Projects as detailed in the approved Capital Project proposal in the amount awarded by the Board.

**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:

- Initial assessment that includes documentation of current address.
- Services provided.
- A signed and dated client informed consent and release of information authorization form.

The client files for Boone County residents are subject to review by the Department.

**Final Payment**

Final Reimbursement Requests for Fiscal Year funds must be received by the Department no later than February 1<sup>st</sup> (or the following business day if February 1<sup>st</sup> falls on a weekend). Failure to comply with this deadline could result in the imposition of a late fee and/or the non-payment of Requests submitted after February 1<sup>st</sup>.

**Service Contract**

The Policies and Procedures are incorporated by reference as part of the Service Contract signed each Calendar Year by the organizations receiving funds from BCECF.