



Boone County Fiscal Court

**Mental Health (MH), Intellectual Disability (ID), and Senior
Citizen/Aging (AG) Tax Funds**

Policies and Procedures

Purpose

The purpose of these policies and procedures is to establish guidelines for organizations that receive MH, ID, and AG Tax Funds from Boone County.

Philosophy

The Boone County Fiscal Court appreciates the value of 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, ID, and AG Tax to organizations providing eligible services. The MH and ID Tax Funds will be allocated to organizations that provide mental health and intellectual disability programs that address the needs of Boone County clients. The AG 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 (please see residency eligibility requirements as outlined under “Financial Requirements and Documentation” section below).

Application Process

All organizations interested in receiving Tax Funds must follow the application process described below and administered through the Boone County Human Services Department (“Department”). The application is available online at http://www.boonecountkyky.org/departments/human_services/tax_board.aspx.

The following procedures apply to the Application process:

- The application covers one (1) Fiscal Year commencing on July 1st. An electronic copy of the Application must be received by the Department no later than **11:59 p.m. on January 15th**.
- Applications must be filled out in Microsoft Excel format. Submit the online form to all three counties (Boone, Campbell and Kenton Counties).
- Service Contracts will be sent to funded organizations after approval by the Fiscal Court and a grantee meeting may be scheduled at the start of each Fiscal Year. Organizations will not be paid until a signed Service Contract is received by the Department.
- Contracted agencies receiving Boone County MH, ID or AG funding may be monitored by the Department during the funding period.

Determination Criteria

The Fiscal Court uses the following criteria in determining the allocation of Tax Funds:

- the amount of Tax Funds available to the Fiscal Court;
- priorities established 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;
- 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. 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 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 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 quarterly 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.

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 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.

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.

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

The County will consider mid-year increases for organizations who have expended 50% or more of the allocated funds for the current fiscal year by December 31st. All requests for funds must be made in writing by the executive director to the Human Services Director no later than January 31st. Mid-year increases must be approved by the Fiscal Court.

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 by the organization's executive director to the Department by May 15th. Funds not used during a Fiscal Year will be returned to the Tax Fund account.

Final Payment

Final Reimbursement Requests for Fiscal Year funds must be received by the Department no later than August 1st (or the following business day if August 1st 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 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.