

ORGANIZATIONAL PROCEDURE

PROCEDURE # 12.4b	EFFECTIVE DATE	REVISED DATE
TITLE: REQUESTING ADDITIONAL PA2 FUNDS	9/6/2023	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 12.4		
POLICY TITLE: USE OF RESERVE PA2 FUNDS		
CHAPTER: SUBSTANCE USE DISORDER PREVENTION AND TREATMENT		

I. PURPOSE

To provide a process by which Substance Use Disorder (SUD) Treatment and/or Prevention Services Providers can access reserve PA2 funds within a Fiscal Year. This procedure applies to all contracted providers in the Lakeshore Region (Region 3 PIHP) who hold contracts for PA2 funds.

II. PROCEDURES

- A. It is recommended that any requests for additional funds be made no later than the end of the second quarter (March 31) of the current fiscal year to allow the Oversight Policy Board ample time to consider the request. Additional PA2 funds requests must be submitted no later than May 15 of the current fiscal year.
- B. All requests for additional funds must be within the current fiscal year and must be used within the current fiscal year. Requests for additional funds outside of the current fiscal year will not be considered.
- C. The total amount of requested additional funds cannot exceed the contracted provider's total PA2 budget for the fiscal year in which the additional funds are being requested.
- D. When a contracted SUD Treatment or Prevention provider wants to request additional PA2 funding, a formal request must be made in writing to the LRE Oversight Policy Board through the LRE Chief Operating Officer. The request must include the following:
 1. The total amount of additional PA2 funds being requested.
 2. A justification for why the additional funds are needed.
 3. A description of the programs/services and applicable service codes for which the funds are intended.
 4. How funds will be applied.
 5. A complete budget and budget narrative.
 6. A sustainability plan.
 7. A list of other sources of funding (Block Grant, Specialty Grant, Medicaid, other) that have been considered and why these sources were not used.
- E. For Prevention Services, LRE Chief Operating Officer, in conjunction with the LRE Finance Team, will review the request and determine whether other funding sources are available and can meet the needs of the program requesting additional funds.

- F. For SUD Treatment, LRE Chief Operating Officer will consult with the appropriate CMHSP SUD Coordinator to review the request and determine whether other funding sources are available to meet the needs of the program requesting additional funds.
- G. LRE Chief Operating Officer will work with LRE Finance Team to develop a proposed budget adjustment to be presented to the LRE Oversight Policy Board during the next regularly scheduled meeting. The Oversight Policy Board, with support from LRE COO, Prevention Services Manager and SUD Treatment Manger will:
 - 1. Invite the requesting agency to the next regularly scheduled OPB meeting to provide an informational presentation focusing on programs and services to be impacted by the additional funds requested.
 - a. Presentation to include plans for future sustainability without additional PA2 funds
 - 2. Review the funding request and supporting documentation to ensure that all required components are present.
 - 3. Review current PA2 Financial status reports to ensure that requested funds are available for the specific county requesting additional funds.
- H. If the request is approved by the Oversight Policy Board, contract amendments will be issued to the provider noting the changes in funding.
- I. If the request is denied by the Oversight Policy Board, the requesting organization will be notified within 5 business days of the determination.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
9/6/2023	NEW PROCEDURE	LRE COO