

PROCEDURE # 12.4b	EFFECTIVE DATE	REVISED DATE
TITLE: REQUESTING RESERVE PA2 FUNDS	9/6/2023	1/8/2025
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 12.4	1/8/2025	
POLICY TITLE: USE OF RESERVE PA2 FUNDS		
CHAPTER: SUBSTANCE USE DISORDER PREVENTION AND TREATMENT		

I. PURPOSE

Lakeshore Regional Entity (LRE) Oversight Policy Board (OPB) is responsible for approving all PA2 expenditures in Region 3 PIHP. This procedure outlines a process by which Substance Use Disorder (SUD) Treatment and/or Prevention Services Providers can access reserve PA2 funds within a Fiscal Year.

II. PROCEDURES

- A. Requests for reserve PA2 funds must be made no less than two weeks prior to the quarterly meeting of the LRE OPB to allow ample time to consider the request. All requests for reserve PA2 funds must be made within the current fiscal year and funds must be used within the current fiscal year.
- B. The total amount of requested reserve PA2 funds cannot exceed the contracted provider's total PA2 budget for the fiscal year in which the reserve PA2 funds are being requested.
- C. When a contracted SUD Treatment or Prevention provider wants to request reserve PA2 funds, 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 reserve PA2 funds being requested.
 2. A justification for why the reserve PA2 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.
- D. 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.
- E. 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.

- F. 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 reserve 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.
- G. If the request is approved by the Oversight Policy Board, contract amendments will be issued to the provider noting the changes in funding.
- H. 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
12/1/2024	Language Updates	LRE COO