

PROCEDURE TITLE: USE OF RESERVE PA2 FUNDS FOR SPECIAL PROJECTS			
Topic Area: SUBSTANCE USE DISORDERS		REVIEW DATES	
Related Policy: USE OF RESERVE PA2 FUNDS			
Applies to: SUD providers, CMHSP Members, and Oversight Policy Board Members	ISSUED BY: Chief Executive Officer APPROVED BY:		
Review Cycle: Annually			
Developed and Maintained by: LRE SUD Director			
Supersedes: N/A			
	Effective Date: 4/19/2018	Revised Date: 12/16/2021	

I. PURPOSE

The Lakeshore Regional Entity (Entity) will maintain an established procedure for Substance Use Disorder (SUD) Providers to request reserve PA2 funds.

II. PROCEDURES

- A. Licensed SUD providers who wish to request reserve PA2 funds for SUD programs will be required to submit a letter of interest to the Entity SUD Director detailing their project request.
 1. For Prevention Services:
 - a. The Entity SUD Director will review the request and determine if the county has an identified need for the project and if the project has merit.
 - b. If there is an identified need and the project is found to have merit, the interested party must submit the "Special Project Application Form for PA2 Funds" to the Entity.
 - c. Priority will be given to projects that meet an identified community need and utilize evidence-based practices.
 2. For SUD Treatment:
 - a. The Entity SUD Director will consult with the appropriate CMHSP SUD Coordinator to determine if the project has merit and meets an identified need in the county.
 - b. If both parties agree the project meets an identified need and has merit, the Entity SUD Director will instruct the interested party to submit the "Special Project Application Form for PA2 Funds".
 - c. Priority will be given to projects that meet an identified community need and utilize evidence-based practices.

3. Completed Special Project for PA2 Funds application(s) will be reviewed at the next regularly scheduled SUD Regional Operations Advisory Team (ROAT) meeting for recommendations.
4. The Entity SUD Director will present the application(s) and any recommendations to the Oversight Policy Board (OPB).
 - a. For Prevention applications: Upon approval by the OPB members, the Entity SUD Director, in conjunction with the Finance team, will issue contracts for prevention services.
 - b. For SUD Treatment and Recovery: A contract will be coordinated with the CMSHP's for fund distribution directly to the agencies.
5. PA2 funds that are distributed through the Special Project Application process will be available only for the fiscal year in which they are distributed.
 - a. Providers will be required to submit the Special Project Application Form for PA2 funds annually should they wish to continue the project in subsequent fiscal years.

III. APPLICABILITY AND RESPONSIBILITY

This procedure applies to SUD Prevention Providers that contract directly with the Entity, and CMHSPs and Treatment Providers who offer SUD Treatment and Recovery.

IV. MONITORING AND REVIEW

This procedure will be reviewed annually by the Entity SUD Director with input from the SUD ROAT and OPB members.

V. DEFINITIONS

PA2: Public Act 2 Liquor Tax Funds

OPB: Oversight Policy Advisory Board

SUD: Substance Use Disorder

VI. RELATED POLICIES AND PROCEDURES

- A. Liquor Tax Funds Policy 12.4
- B. Special Project Application Form for PA2 Funds

VII. REFERENCES/LEGAL AUTHORITY

- A. Public Act 206 of 1893, Section 24e, Paragraph 11, as amended; MCL 211.24e
- B. MDHHS Medicaid Specialty Supports and Services Contract

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
4/19/2018	New Procedure	SUD Director
12/16/2021	Annual Review	SUD Director