

<b>Title of Manual:</b> Mid-South Substance Abuse Commission Policy and Procedures			<b>Page 1 of 1</b>	
			<b>History</b>	
<b>Policy Number:</b> A004	<b>Subject/Title:</b> Supplemental Funding Request		<b>Replaces:</b>	1/2002
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<b>Issued By:</b> Executive Director	<b>Approved By:</b> Board of Directors <b>Date:</b> 3/23/2009	<b>Scope:</b> Performance Contracts	<b>Effective:</b>	3/23/2009

## 1. **POLICY**

Mid-South utilizes a performance based budget agreement with some providers. Performance based providers are reimbursed for expenses incurred by the program each month. The following policy guidelines will be utilized for all requests for supplemental funding:

- 1.1. All providers requesting supplemental financial assistance must submit detailed documentation of total program expenditures and revenues and any additional financial reports, as requested by Mid-South.
- 1.2. Mid-South shall perform an in-depth on-site financial examination of the program for any request over 10% of the original total Mid-South program budget.
- 1.3. For requests under 10% of the original total Mid-South program budget, Mid-South shall perform a paper system financial examination of the program, which may include submission of additional financial documentation.
- 1.4. Supplemental funding requests will be considered for a provider one time only.
- 1.5. Providers requesting supplemental financial assistance may be required to submit a detailed corrective action plan outlining the changes the program will make to avoid future financial difficulties.

All supplemental funding requests shall be based on adherence to the aforementioned requirements and the availability of funding.