

Title of Manual: Mid-South Substance Abuse Commission Policy and Procedures			Page 1 of 1	
			REVIEWED	
Section: Finance/Billing	Subsection: Provider Budget	Subject: Supplemental Reimbursement		
Issued By: Executive Director	Approved By: Board of Commissioners	Scope: MSSAC Provider Panel	Effective: January 2002	Revised:

Background

For a variety of reasons prevention and treatment providers have approached the Mid-South Substance Abuse Commission for supplemental funding for their approved budgets. These requests have increased over the last several years making it is necessary for the Commission to develop protocols involving such requests for supplemental funding.

The requests for supplemental financial assistance vary, it may be due to loss of funded client base, resulting in the inability to draw done their total allocation; loss of 3rd party payments; loss of other funding such as local funding or federal grant sources; loss of or difficulty in hiring permanent employees; implementation of managed care objectives; program or budget mismanagement, etc. In such cases, in order to remain viable, the Contracted prevention or treatment program may request financial assistance from MSSAC.

The Commission enters into a vender type relationship with all treatment providers and utilizes a performance based budget Agreement with prevention providers. Vender type providers bill the Commission for units of service delivered. 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:

Policy

1. All providers requesting supplemental financial assistance **must** submit detailed documentation of **total program expenditures and revenues** and additional financial reports as indicated necessary and requested by the Commission.
2. For any request **over 10% of the total program budget**, the Commission shall perform an in-depth, on site financial examination of the program.
3. For requests **under 10% of the total program budget**, the Commission shall perform a paper/system financial examination of the program, which may include submission of additional financial documentation.
4. Supplemental requests will be considered for a provider one **time only, with a seven year look back.**
5. **For profit organizations will not be considered for supplemental financial assistance**, however, will be offered technical assistance.
6. **All** providers requesting supplemental financial assistance must submit a **detailed corrective action plan** outlining the changes the program will make to avoid future financial difficulties.

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