



OFFICE OF THE SECRETARY
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June 30, 2013

Mr. Darryl Mayes
Director, Division of Cost Allocation
Department of Health and Human Services
26 Federal Plaza, Room 41-122
New York, NY 10278

Mr. Mayes:

Below you will find various amendment notifications for cost allocation plans within the Vermont Agency of Human Services. These updates are effective April 1, 2013.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) has identified new program codes appearing in VISION data. While these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Table with 3 columns: Plan Dept., Plan Dept. Name, Allocation Method. Row 1: 41767, SIM Grant Non-IT Staff and Operating, Per Approved SIM Grant

The Agency of Human Services Central Office (AHSCO) has updates in narrative wording only with no change in the actual allocation method for the following:

Table with 3 columns: Plan Dept., Plan Dept. Name, Allocation Method. Row 1: 37900, Tobacco Evaluation and Review Board Administrator, Direct to Tobacco Funds

Department for Children and Families (DCF)

The Department for Children and Families (DCF) has identified items which are new or have been updated but have no adverse federal impact. While this program code has been added to the narrative and highlighted in red, we have included a chart of this addition below:

Table with 3 columns: Plan Dept., Plan Dept. Name, Allocation Method. Rows: 40531 (IV-E Eligibility Determination), 41609 (VIEWS - Eligibility and Enrollment - Contractual), 41704 (Exchange level 2 Non-IT Staff and Operating), 41032 (DCF Information Services Staff), 41033 (DCF Info Services Staff ESD RU)

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Department for Children and Families (DCF) cont'd**

The Department for Children and Families (DCF) has identified items which are new or have been updated but have no adverse federal impact. While this program code has been added to the narrative and highlighted in red, we have included a chart of this addition below:

Plan Dept.	Plan Dept. Name	Allocation Method
41034	DCF Info Services Staff ESD	Employees' Salaries Across Economic Services (including field staff)
41037	DCF Info Services Staff	Employees' Salaries Across Field Staff (within Economic Services)
41038	DCF Info Services Staff ESD BPS	Results of the Economic Assistance Time Study
40070	DCF Info Services Staff FSD Ops	Title IVE & GC Eligibility Rate (remainder to TANF & Woodside)
41025	DCF Info Services Staff CSI RU CDD	Direct to TANF
41045	DCF Info Services Staff 3SQrs AD	Direct to SNAP
41701	Exchange level 2 IT Staff and Operating	Per Approved Health Enterprise IAPD

The Department for Children and Families (DCF) has Program codes which were moved or added from one Planned Department category to another with no changes in funding:

Plan Dept.	Plan Dept. Name	Allocation Method
40100	Child Development Division Staff IT	Employee Salaries Across Child Development
40105	Child Development Division Licensing, CCFAP, Operations Service Staff IT	Child Subsidy Case Count
39600.	Family Infant and Toddler Program IT	Direct to Family Infant and Toddler Program
40010	Social Workers IT	Results of Family Services time study
40040	Adoption & Guardianship Services IT	Title IV-E Adoption Assistance Rate and IV-E Guardianship Rate
40050	Family Services District Directors and Administrative Staff IT	Employee Salaries Across Field Staff (within Family Services)
40075	Family Services Deputy Commissioner's Office IT	Employee Salaries Across Family Services (including Field Staff)
37511	Juvenile Accountability Incentive Block Grant (JAIBG) IT	Direct to JAIBG
40200	Woodside -- Admin IT	Employees' salaries across Woodside
41195	Aid to the Aged, Blind, and Disabled IT	Direct to AABD
41310	RU - Employment Training IT	Direct to SNAP Employment and Training (cost matched by the State)
44100	OEO Administration IT	Direct to State General Funds
44240	DOE WX & WTF IT	% of DOE WX compared to total expense.
40500	General Fund IT	Direct to State Funded
41210	LIHEAP Benefits Program Staff IT	Direct to Home Heating Program/LIHEAP
40370	Emergency Food Assistance (TEFAP) IT	Direct to the Emergency Food Assistance Program (TEFAP)

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

The Department for Children and Families (DCF) has updates in narrative wording only with no change in the actual allocation method for the following:

Plan Dept.	Plan Dept. Name	Allocation Method
40050	Emergency Services Program	Employee Salaries Across Field Staff (within Family Services)
40060	Emergency Services Program	Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside)
44235	VT Gas program	Direct to VT Gas Utility Eligibility
40105	Child Development Division Licensing, CCFAP, Operations Service Staff	Child Subsidy Case Count
44250	GMP Weatherization	Direct to GMP Weatherization OEO
40065	Residential Licensing and Special Investigations Unit	Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside)
40075	Family Services Deputy Commissioner's Office.	Employee Salaries Across Family Services (including Field Staff)
40085	System of Care and Revenue Enhancement Unit	Title IV-E & Global Commitment Eligibility Rate (remainder to TANF, Woodside)
40015	Social Worker District Supervisors	Results of the Family Services Time Study
38090	Data Processing & IT costs	Direct to Title IV-D

The Department for Children and Families (DCF) has deleted program codes previously appearing in VISION data. While these program codes have been lined-through in the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
40070	Operations Manager and Staff	Title IVE & GC Eligibility Rate (remainder to TANF & Woodside)
40110	Child Development Licensing Unit	Child Subsidy Case Count
40115	Child Development Licensing Unit	Child Subsidy Case Count
40020	Assessment Social Workers	Results of Family Services time study
44325	VT Gas program	Direct to VT Gas Utility Eligibility

**Department of Disabilities, Aging and Independent Living**

The Department of Disabilities, Aging and Independent Living (DAIL) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
43040	Leave Time	Direct to Leave Time
41640	ICD-10	Direct to ICD-10 IAPD
41642	MES - DDI	Per approved Health Enterprise IAPD.

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Department of Vermont Health Access (DVHA)**

The Department of Vermont Health Access (DVHA) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
41767	SIM STAFF Implementation	Direct to SIM Grant
41768	IPA staff Level 1B	Direct to Exchange Level 1B

The Department of Vermont Health Access (DVHA) has identified items which are new or have been updated but have no adverse federal impact. While this program code has been added to the narrative and highlighted in red, we have included a chart of this addition below:

Plan Dept.	Plan Dept. Name	Allocation Method
37714	Graduate Medical Education Payment	Direct to GC

The Department of Vermont Health Access (DVHA) has identified the following indirect allocation cost codes which are no longer used:

Plan Dept.	Plan Dept. Name	Allocation Method
1008.1	75/25 GC Admin	Direct to GC
1009.1	GC Admin	Direct to GC
1010.1	VIEWS – MOVE	Direct to VIEWS IAPD
1011.1	5010	Direct to 5010 IAPD
1012.1	MMIS - TA	Direct to MMIS PAPD
1014.1	ONC HIT 3013	Direct to ONC HIT Grant
1015.1	SOA Infrastructure Components (BUS, Workflow, Rules)	Direct to SOA Infrastructure IAPD
1016.1	OCIIO - SPEG - ACA Exchanges	Direct to OCIIO Exchange Grant
1017.1	HIT: Implementation and Operation-Staff	Direct to SMHP-HIT IAPD
1018.1	MAPIR - State Customization - Staff Costs	Direct to SMHP-HIT IAPD
1019.1	ICD-10-Staff	Direct to ICD-10 IAPD

**Vermont Department of Health (VDH)**

The Vermont Department of Health (VDH) has identified items which are new or have been updated but have no adverse federal impact. While this program code has been added to the narrative and highlighted in red, we have included a chart of this addition below:

Plan Dept.	Plan Dept. Name	Allocation Method
39047	Statewide Quality Assurance System	Direct to Statewide Quality Assurance System
39120	Healthy Homes & Lead Poisoning Prevention	<del>Direct to Healthy Homes</del> Direct to Global Commitment MCO Investment.
39122	Act 125 Activities	<del>Direct to Childhood Lead Poisoning Prevention</del> Direct to Global Commitment MCO Investment
39190	Childhood Passenger Safety MOU with DPS	Direct to Childhood Passenger Safety MOU with DPS
39231	Immunization Pilot	Direct to Immunization Pilot

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Department of Mental Health**

The Department of Mental Health (DMH) has identified updated program codes appearing in VISION data. While all these program codes have been updated to the narrative and highlighted in red, we have included a chart of these additions below:

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
42303	<del>Policy and Legislative Liaison-Department Planning and Development</del>	Total Cost of All Programs, Including Community Health and Inpatient Care
420145	<del>Community Services Director DMH Administration</del>	Total Cost of All Programs, <del>Excluding Inpatient Care</del> Total Cost of All Programs, Including Community Health and Inpatient Care
42015	Community Mental Health Administration – Adults and Children	Total Costs of All Programs Excluding Inpatient Care
42301	<del>Inpatient Direct Service Technical Assistants Assistance Supports</del>	Total Cost of Inpatient Programs Direct to Global Commitment Program or Investment by Statewide Medicaid Eligibility Rate
42304	Clinical Director	Total Cost of all Clinical Programs
42305	Adult Services Utilization Director	Full Time Equivalent Count across Housing, Utilization Review, and Employment Supports
42306	Inpatient Utilization Review	Direct to Global Commitment Program or Investment by Statewide Medicaid Eligibility Rate
42307	Residential and Intensive Services Director	Full Time Equivalent Count across Technical Assistance and Secure Residential
42319	<del>Information and Data Management Technology and Data Collection</del>	Total Cost of All Programs, Including Community Health and Inpatient Care
42321	Legal Services – Inpatient	Total Cost of All Programs, <del>Including</del> Inpatient Care Programs
42322	Legal Services – Community Mental Health	Total Cost of All Programs, <del>Including</del> Community Health Programs
42401	<del>SAMHSA/FEMA Regular Services Program Grant for Adults</del>	Direct to SAMHSA/FEMA Regular Services Program Grant

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Cost Impact Assessment**

**Category 1** – Programs in this category are administrative allocations used to accurately reflect costs to federal benefiting programs across AHS. Overall there will be no federal effect with these new programs.

**Category 2** - Programs in this category are used to identify new grants 100% federally funded.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

**Category 4** – Program codes being moved from one Planned Department category to another with no changes in funding.

**Category 5** – Updates in this category do have an adverse effect on federal funding.

**Category 6** – Updates in narrative wording only with no change in the actual allocation method.

**Category 7** – Deleted program. Program has expired or been terminated.

**Note:** *All other program code changes identified in red on the CAP narrative are narrative updates only and have no impact on funding.*

**Agency of Human Services Central Office (AHSCO)**

The Agency of Human Services Central Office (AHSCO) has made the following changes to the Cost Allocation Plan this quarter:

**Category 3** - Programs in this category are new or have been updated but have no adverse federal impact.  
41767 - SIM Grant Non-IT Staff and Operating

**Category 6** - Updates in narrative wording only with no change in the actual allocation method.  
37900 - Tobacco Evaluation and Review Board Administrator

**Department for Children and Families (DCF)**

The Department for Children and Families (DCF) has made the following changes to the Cost Allocation Plan this quarter:

**Category 3** - Programs in this category are new or have been updated but have no adverse federal impact.

- 40531 - IV-E Eligibility Determinations
- 41609 - VIEWS - Eligibility and Enrollment - Contractual
- 41704 - Exchange level 2 Non-IT Staff and Operating
- 41032 - DCF Information Services Staff
- 41033 - DCF Info Services Staff ESD RU
- 41034 - DCF Info Services Staff ESD
- 41037 - DCF Info Services Staff
- 41038 - DCF Info Services Staff ESD BPS
- 40070 - DCF Info Services Staff FSD Ops
- 41025 - DCF Info Services Staff CSI RU CDD
- 41045 - DCF Info Services Staff 3SQrs AD
- 41701 - Exchange level 2 IT Staff and Operating

**Category 4** - Program codes being moved from one Planned Department category to another with no changes in funding.

- 40100 - Child Development Division Staff IT
- 40105 - Child Development Division Licensing, CCFAP, Operations Service Staff IT
- 39600 - Family Infant and Toddler Program IT
- 40010 - Social Workers IT
- 40040 - Adoption & Guardianship Services IT
- 40050 - Family Services District Directors and Administrative Staff IT
- 40075 - Family Services Deputy Commissioner's Office IT
- 37511 - Juvenile Accountability Incentive Block Grant (JAIBG) IT
- 40200 - Woodside - Admin IT
- 41195 - Aid to the Aged, Blind, and Disabled IT
- 41310 - RU - Employment Training IT
- 44100 - OEO Administration IT
- 44240 - DOE WX & WTF IT
- 40500 - General Fund IT
- 41210 - LIHEAP Benefits Program Staff IT
- 40370 - Emergency Food Assistance (TEFAP) IT

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Category 6** – Updates in narrative wording only with no change in the actual allocation method.

- 40060 - Emergency Services Program
- 40050 - Family Services District Directors and Administrative Staff
- 44235 - VT Gas program
- 40105 - Child Development Division Licensing, CCFAP, Operations Service Staff
- 44250 - GMP Weatherization
- 40065 - Residential Licensing and Special Investigations Unit
- 40075 - Family Services Deputy Commissioner's Office.
- 40085 - System of Care and Revenue Enhancement Unit
- 40015 - Social Worker District Supervisors
- 38090 - Data Processing & IT costs

**Category 7** - Deleted program. Program has expired or been terminated

- 40070 - Operations Manager and Staff
- 40110 - Child Development Licensing Unit
- 40115 - Child Development Licensing Unit
- 40020 - Assessment Social Workers
- 44325 - VT Gas program

**Department of Disabilities, Aging and Independent Living**

The Department of Disabilities, Aging and Independent Living (DAIL) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

- 43040 - Leave Time
- 41640 - ICD-10
- 41642 - MES – DDI

**Department of Vermont Health Access (DVHA)**

The Department of Vermont Health Access (DVHA) has made the following changes to the Cost Allocation Plan this quarter.

**Category 1** - Programs in this category are administrative allocations used to accurately reflect costs to federal benefiting programs across AHS. Overall there will be no federal effect with these new programs.

- 41767 - SIM STAFF Implementation
- 41768 - IPA staff Level 1B

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

- 37714 - Graduate Medical Education Payment

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

**Category 6** -- Updates in narrative wording only with no change in the actual allocation method.

- 1008.1 - 75/25 GC Admin
- 1009.1 - GC Admin
- 1010.1 - VIEWS -- MOVE
- 1011.1 - 5010
- 1012.1 - MMIS - TA
- 1014.1 - ONC HIT 3013
- 1015.1 - SOA Infrastructure Components (BUS, Workflow, Rules)
- 1016.1 - OCIO - SPEG - ACA Exchanges
- 1017.1 - HIT: Implementation and Operation- Staff
- 1018.1 - MAPIR - State Customization - Staff Costs
- 1019.1 - ICD-10-Staff

**Vermont Department of Health (VDH)**

The Vermont Department of Health (VDH) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** -- Programs in this category are new or have been updated but have no adverse federal impact.

- 39047 - Statewide Quality Assurance System
- 39120 - Healthy Homes & Lead Poisoning Prevention
- 39122 - Act 125 Activities
- 39190 - Childhood Passenger Safety MOU with DPS
- 39231 - Immunization Pilot

**Department of Mental Health (DMH)**

The Vermont Department of Mental Health (DMH) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** -- Programs in this category are new or have been updated but have no adverse federal impact.

- 42303 - Policy and Legislative Liaison Department Planning and Development
- 42014 - Community Services Director DMH Administration
- 42015 - Community Mental Health Administration -- Adults and Children
- 42301 - Inpatient Direct Service Technical Assistants Assistance Supports
- 42304 - Clinical Director
- 42305 - Adult Services Utilization Director
- 42306 - Inpatient Utilization Review
- 42307 - Residential and Intensive Services Director
- 42319 - Information and Data Management Technology and Data Collection
- 42321 - Legal Services -- Inpatient
- 42322 - Legal Services -- Community Mental Health
- 42401 - SAMHSA/FEMA Regular Services Program Grant for Adults

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

We appreciate your cooperation. If you have any questions, please do not hesitate to contact Jim Giffin at (802) 871-3005.

Sincerely,



Douglas A. Racine

Secretary

Agency of Human Services

cc:

Ben Black  
Bill Kelly  
Brenda Fox-Howard  
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Carrie Hathaway  
Christine Brown  
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Sherie Barbour  
Victoria Alberghini

## State and Local Cost Allocation Plans

### CERTIFICATION OF CENTRAL SERVICE COST ALLOCATION PLAN

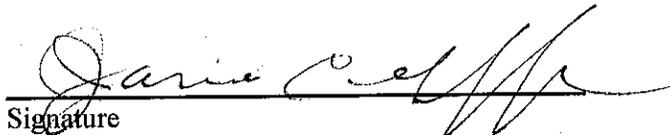
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated June 28, 2013 to establish cost allocations or billings for the quarter ending June 28, 2013 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," and Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have accounted for consistently.

I declare that the foregoing is true and correct.

Vermont Agency of Human Resources  
Government Unit

  
Signature

James C. Giffin  
Name of Official

Agency Financial Operations Manager  
Title

June 28, 2013  
Date of Execution