



OFFICE OF THE SECRETARY  
103 South Main Street  
Waterbury, Vermont 05671-0204

December 30, 2008

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

Dear Mr. Aaronson:

Below you will find various amendment notifications for cost allocation plans within the Vermont Agency of Human Services.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) has deleted a program code previously appearing in VISION data. While this program code has been lined-through in the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
37090.1	<b>Director of Administrative Services</b>	Allocated based on percentages derived from the allocation of salaries and benefits for all persons supervised by the Director.

Department for Children and Families (DCF)

The Department for Children and Families (DCF) 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
40777	Benefits Paid on Termination	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
40712	VCRHYP Performance Grants	Direct to VCRHYP Performance Grants
41314	Job Retention Support Services <90 days	Direct to Food Stamps Employment & Training
40711	HBKF Performance Grants	Direct to HBKF Performance Grants

\* 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 updated several program codes appearing in VISION data. While all these program codes have been updated in the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
10000.1	Statewide Indirect Cost Allocation Plan (SWICAP) – DCF	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.2	AHS Secretary's Office	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.3	Financial Statement and Internal Control Audit Expenses	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.5	Legal Aid - TANF	Direct to TANF
10000.6	Legal Aid - SSBG	Direct to SSBG
10000.7	Human Services Board	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.8	Attorney General's Office	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.9	Audit Unit	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.10	Field Service Directors	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
10000.11	DCF Grant	Direct to TANF
40430	Human Resources	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
41260	Business Office	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
41020	DCF Commissioner's Office Staff	The percentage of salaries by program in DCF compared to the total of all salaries in DCF (not including fringe).
41458	Disposals	Direct to TANF Direct to State Funded
41501	State Supplement Program – AABD-EP-SSI	Direct to Global Commitment- MCO
38010	Administration	Salary in OCS vs. Salary in OCS (minus Director and Administrative Staff) Employee Salaries Across Office of Child Support (OCS)

\* 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 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
40460 Moved from Family Services	Family Services Systems Developer	Employee Salaries Across Family Services (including Field Staff)
41031	Central IT Support Staff	Employee Salaries Across Family Services and Child Development (including Field Staff)
41040	ACCESS 2000 Development Excluding OCS	Direct Charge to Specific Economic Services Programs
40501	Family Services General Fund Fettered	Direct to State Funded Fettered
41115	Global Commitment Medical Exams	Direct to Global Commitment
41175	Food Stamps Management Evaluation	Direct to Food Stamps
41181	Food Stamp Reinvestment	Direct to State General Fund
41205	Family Services Field Operations Support Staff	Results of the Economic Assistance time study
41215	AABD/EP Global Commitment Exams	Direct to Global Commitment MCO Investment
41225	TANF Medical Exams	Direct to TANF
41235	General Assistance Medical Exams	Direct to MCO Investments
41441	Reach Up Child Care	Direct to TANF
41455	Reverse Commute TANF Related	Direct to TANF
41474	Cash Assistance Payments (Legal Aliens)	Direct to State Funded
41635	Medicare Part D	Direct to Medicare Part D
41723	GA/GC Dental	Direct to MCO Investments
41724	GA/EA Dental	Direct to MCO
41725	GA/SA Dental	Direct to MCO Investments
41730	Federal Emergency Management (FEMA)	Direct to FEMA
41001	Peer Navigation	Direct to 360 Grant
41004	High Risk Pool	Direct to State Funded
41007	Warm and Welcoming	Employee Salaries of all staff at Field Offices
44230	Health & Safety Heating System Replacements	Direct to Weatherization (state funded)
41350.1	Parent Child Centers (Reach Up)	Direct to TANF and Employment & Training

\* 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.

Plan Dept	Plan Dept Name	Allocation Method
41350.2	Parent Child Centers (Child Development)	Direct to State Funded
41371	ES Child Nutrition - CFNP (100% Match)	Direct to Child Nutrition
41456	Getting Ready for Work	Direct to TANF
44850	Homeless Prevention	Direct to State Funded

*Department of Disabilities, Aging and Independent Living*

The Department of Disabilities, Aging and Independent Living (DAIL) has identified a new program code appearing in VISION data. While this program code has been updated in the narrative and highlighted in red, we have included a chart below:

Plan Dept	Plan Dept Name	Allocation Method
43899	VR Reach Up Pilot	Direct to Reach Up

*Office of Vermont Health Access (OVHA)*

The Office of Vermont Health Access (OVHA) has updated the description of a program code appearing in VISION data. While this program code has been updated in the narrative and highlighted in red, we have included a chart below:

Plan Dept	Plan Dept Name	Allocation Method
41602.115 41602.116 41602.117 41602.118	SCHIP Payments	Direct to SCHIP
41605.115 41605.116 41605.117 41605.118	State-Only Pharmacy	Direct to State Funds
41615.115 41615.116 41615.117 41615.118	Buy-in Part A	Actual Charges Incurred for Global Commitment, Choices for Care, SCHIP and Other Related Programs (41615)
41620.115 41620.116 41620.117 41620.118	Refugee Program	Direct to Non-Waiver
41625.115 41625.116 41625.117 41625.118	Vermont Legal Aid MAP	Direct to Global Commitment
41631.115 41631.116 41631.117 41631.118	GEARWAR	Actual Charges Incurred for Global Commitment, Choices for Care, SCHIP and Other Related Programs (41631)

\* 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.

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) 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:

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
<b>39040</b>	Area Health Education Center program support	Direct to MCO Investments.
<b>39041</b>	Federally Qualified Health Center and Look-Alike Funding	Direct to MCO Investments.
<b>39042</b>	Free Clinic Administrative Support	Direct to MCO Investments.
<b>39043</b>	Tele-child psychiatry services	Direct to MCO Investments.
<b>39044</b>	Prescription Drug Education	Direct to MCO Investments.

Department of Mental Health

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

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
<b>42756</b>	Alternatives to Restraint and Seclusion Grant	Direct to Alternatives to Restraint 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 affect on federal funding.

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

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 two 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.

- 37090.1 – Director of Administrative Services

### Department for Children and Families (DCF)

The Department for Children and Families (DCF) made updates to the narrative portion that serve only to clarify the language in the cost allocation plan. They do not result in any change in federal funding. Additionally, the following categories of updates were made.

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

- 41458 – Disposals
- 40711 – HBKF Performance Grant
- 40712 – VCRHYP Performance Grant

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

- 40777 – Benefits paid on termination
- 41314 – Job Retention Support Services <90 days

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

- 10000.1 – Statewide Indirect Cost Allocation Plan (SWICAP) – DCF
- 10000.2 – AHS Secretary's Office
- 10000.3 – Financial Statement and Internal Control Audit Expenses
- 10000.5 – Legal Aid - TANF
- 10000.6 – Legal Aid - SSBG
- 10000.7 – Human Services Board
- 10000.8 – Attorney General's Office
- 10000.9 – Audit Unit
- 10000.10 – Field Service Directors
- 10000.11 – DCF Grant
- 40430 – Human Resources

\* 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.

- 41260 – Business Office
- 41020 – DCF Commissioner's Office Staff
- 41501 – State Supplement Program – AABD-EP-SSI
- 38010 – Administration

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has made a change 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.

- 43899 – VR Reach Up Pilot

Office of Vermont Health Access (OVHA)

The Department of Disabilities, Aging and Independent Living (DAIL) has made a change 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.

- 41602.115, 41602.116, 41602.117, 41602.118 – SCHIP Payments
- 41605.115, 41605.116, 41605.117, 41605.118 – State-Only Pharmacy
- 41615.115, 41615.116, 41615.117, 41615.118 – Buy-in Part A
- 41620.115, 41620.116, 41620.117, 41620.118 – Refugee Program
- 41625.115, 41625.116, 41625.117, 41625.118 – Vermont Legal Aid MAP
- 41631.115, 41631.116, 41631.117, 41631.118 – GEARWAR

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 created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 39040 – Area Health Education Center program support
- 39041 – Federally Qualified Health Center and Look-Alike Funding
- 39042 – Free Clinic Administrative Support
- 39043 – Tele-child psychiatry services
- 39044 – Prescription Drug Education

Department of Mental Health (DMH)

The Department of Mental Health (DMH) has made the following change this quarter:

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

- 42756 – Alternatives to Restraint and Seclusion 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.

We appreciate your cooperation. If you have any questions, please do not hesitate to contact Jim Giffin at (802) 241-2949.

Sincerely,

*Patrick Flood, Deputy Secretary*

*for* Robert D. Hofmann  
Secretary  
Agency of Human Services

cc: Allan Merritt  
Ben Black  
Bill Kelly  
Carol Messier  
Carrie Hathaway  
Connie Harrison  
David Cohen  
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Heidi Hall  
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Mary Ann Alligood  
Mary Jane Palmer  
Matt Riven  
Monica Light  
Patrick Burke  
Sherie Barbour  
Shirley Dow  
Stacey Drinkwine

## State and Local Cost Allocation Plans

### CERTIFICATION OF CENTRAL SERVICE COST ALLOCATION PLAN

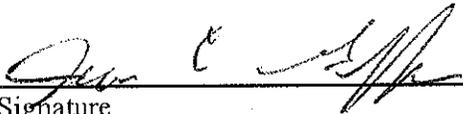
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal [identify date] to establish cost allocations or billings for [identify period covered by plan] 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

12/23/08  
Date of Execution