I. Introduction

The following narrative represents the cost allocation plan (CAP) for the State of Vermont, Agency of Human Services (AHS). For purposes of this narrative, AHS is also referred to as the "Office of the Secretary", as it is the Secretary's Office that provides support functions, while all direct services, with the exception of certain grants, are administered by the departments that fall under this umbrella agency. The Departments which fall under AHS are Department of Children and Family Services (DCF); Department of Aging and Independent Living (DAIL); Office of Vermont Health Access (OVHA); and the Vermont Department of Health (VDH).

The mission of the AHS Office of the Secretary is to:

- Ensure that citizens, policy makers, and service providers are knowledgeable about the well being of Vermonters;
- Promote integrated planning, delivery, and evaluation of resources and services; and
- Ensure that Agency resources (personnel, fiscal, technology, and space) are managed effectively.

II. Organization

The AHS Secretary oversees the four divisions within AHS in addition to the Human Services Board, the Vermont Developmental Disabilities Council, and the Investigations Unit.

***Division of Administrative Services**:*

The Division coordinates the development of the Agency's budget to ensure that departmental programs reflect the Governor's priorities and are in compliance with legislative requirements. The Division develops financial status reports and monitors key program performance indicators for each Agency department and office. The Division's fiscal unit coordinates all federal block grant and statewide single audit functions, develops the AHS indirect cost rate, and updates federal cost allocation plans as necessary. The Division's data processing group coordinates the deployment of new centralized systems and software applications that allows both Agency district offices and community sites to share data appropriately across geographic and organizational boundaries. The Division also coordinates the efficient use of 720,000 square feet of AHS office space statewide.

***Division of Personnel**:*

Personnel staff support all Agency human resource development actions, including (but not limited to) recruitment, performance evaluation, and worker's compensation for nearly 3,000 Agency employees.

***Division of Planning**:*

The Division works in partnership with communities and state entities to improve the well-being of Vermonters through the planning, coordination, and evaluation of human services. The Division engages in prevention planning, training and technical assistance, and evaluation with AHS Departments and other state agencies and non-governmental partners. It assists communities to assess their strengths and assets and to articulate clear and consistent goals, develop integrated and effective strategies, and deploy resources efficiently. The Division also engages in federal grant compliance monitoring and helps communities to evaluate their initiatives. The Division publishes annual summaries of Vermont state and community performance on more than 50 indicators of well-being.

***Division of Rate Setting**:*

The Division audits and establishes Medicaid payment rates for nursing facilities and private non-medical institutions for the Department of Children and Families Services (DCF) as well as intermediate care facilities for people with developmental disabilities for the Department of Aging and Independent Living (DAIL). Through the application of its rules, the Division evaluates the reasonableness and allowability of program budgets and expenditures to ensure both cost containment and quality of care.

***Human Services Board**:*

The Board is a citizen's panel consisting of seven members created by the legislature pursuant to 3 V.S.A., Sec. 3090. Its duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within AHS. The Board conducts hearings and issues written decisions in accordance with its rules and its statutory responsibilities. The Board also certifies Family Court copies of Child Support Orders issued by the Board prior to the creation of the Family Court.

***Vermont Developmental Disabilities Council**:*

The Developmental Disabilities Council works to ensure that all people with developmental disabilities receive the opportunities, assistance, and services necessary to live independently and productively in integrated community settings. The Council engages in advocacy, capacity building, and systems change activities. It contributes to a self-directed and family-centered system of community services, individualized supports, and other forms of assistance that enable self-advocates to exercise self-determination, be independent, productive, and included in all facets of community life.

Please see the attached organization chart.

III. Plan Departments (Cost Pools) and Allocation Methodologies

Plan Department:

State Wide Indirect Cost Allocation Plan (SWICAP)

Nature and Extent of Services: The State of Vermont, Agency of Administration negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to AHS are included in the CAP and allocated to the appropriate benefiting objectives.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1000.1	SWICAP- Former SRS (DCF)	SRS Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- Directly charged to DCF
1000.2	SWICAP- Former PATH (DCF)	PATH Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- Directly charged to DCF
1000.3	SWICAP-Corrections	Corrections Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- Directly charged to CORR
1000.4	SWICAP-OVHA	OVHA Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- OVHA
1000.5	SWICAP-Health (VDH)	VDH Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- Directly charged to VDH
1000.6	SWICAP- Former DAD (DAIL)	DAD Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- Directly charged to DAIL
1000.7	SWICAP- Former OCS (DCF)	OCS Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- Directly charged to DCF
1000.8	SWICAP- Developmental Disabilities Council	DD Allocation of State Wide Indirect Costs	Allocated per Indirect Cost Plan- DD Council

Plan Department:

Single Audit

Nature and Extent of Services: The Single State Audit.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
1002.1	Single Audit	AHS-CO is responsible for payment of that portion of the contract which is applicable to the entire Agency of Human Services (as determined by the Auditor's office).	The Agency's previous year's actual cost of the Single Audit is allocated to all Departments based on the specific departmental billing allocations provided by the State Auditor's Office (SAO). One-fourth of each department's annual allocation is then stepped down each quarter to all programs via the quarterly cost allocations.

Plan Department:

Secretary's Office

Nature and Extent of Services: The Secretary's Office for the Agency of Human Services oversees the operations of the Agency, its Divisions (to include the new added Investigation 10/1/04), and Departments.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37210.1	Secretary's Office Staff	Office of the AHS Secretary and Staff	Allocated per Indirect Cost Plan

Plan Department:

Human Services Board Office

Nature and Extent of Services: The Board is a citizen's panel consisting of seven members created by the legislature pursuant to 3 V.S.A., Sec. 3090. Its duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of departments and programs within the Agency of Human Services. The Board conducts hearings and issues written decisions in accordance with its rules and its statutory responsibilities. The Board also certifies Family Court copies of Child Support Orders issued by the Board prior to the creation of the Family Court.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37220.1	**Human Services Board**	This four-member unit conducts fair hearings regarding clients who feel that they have been disadvantaged within the Agency of Human Services system.	Number of hearings heard per quarter

Plan Department:

Personnel Unit

Nature and Extent of Services: Personnel Unit within the Division of Administrative Services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37001.1	**Personnel Director and Staff**	Personnel chief and administrative assistant are responsible for oversight of the entire Personnel unit and supervision of personnel administrators and assistants.	Salary and benefit costs for the director and administrative assistant are allocated based on the percentages derived from the quarterly allocation of salaries and benefits for all personnel administrators and personnel assistants.
37001.1	**Personnel Administrators & Personnel Assistants**	Staff who process all personnel actions for the Agency's 3000+ employees, as well as provide training and guidance to managers/supervisors regarding labor relations law and practices.	Salary and benefit costs for personnel administrators and personnel assistants are allocated to the appropriate department based on the percentage of permanent positions in each department compared to the total positions in all departments assigned to an individual.

Plan Department:

Fiscal Unit

Nature and Extent of Services: Fiscal Unit within the Division of Administrative Services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37010.1	**Staff Accountant-AHS- Operations Financial Staff**	Financial staff assigned directly to AHS-CO fiscal duties; responsibilities include budget development & monitoring, preparation of quarterly cost allocation, all financial reports, fiscal support to grant programs administered through the AHS-CO Planning Division.	Salary and benefit costs for the staff accountant are allocated based on the percentages derived from the quarterly allocation of salaries and benefits for all Secretary's Office staff.
37040.1	**Federal Funds Management Unit**	This unit's primary responsibility is the management and accountability of federal funds. Duties performed within this unit include the development and preparation of departmental cost allocation & indirect cost plans, federal expenditure reporting, cash management of federal funds, and compliance with federal regulations.	Results of Financial AHS Time Study

Plan Department:

Fiscal Unit (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37040.1	**Agency Financial Operations Manager**	As the chief fiscal officer, this position has oversight and responsibility for all Agency fiscal matters. This includes direct supervision of the Federal Funds Management Unit and the Budget Services Unit, as well as continual interaction with the departmental business managers. This position is an integral member in the establishment of Agency-wide budget priorities and budget presentation to the State legislature.	Allocated by results of Financial Staff time studies.

Plan Department:

Computer Services Unit

Nature and Extent of Services: Computer Services Unit within the Division of Administrative Services.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37070.1	**Computer Services Unit**	This unit provides technical support, direction, and coordination of all computer development areas for the entire Agency of Human Services.	Results of AHS Computer Services Time Study

Plan Department:

Administrative Services Division

Nature and Extent of Services: The Division coordinates the development of the Agency's budget to ensure that departmental programs reflect the Governor's priorities and are in compliance with legislative requirements. The Division develops financial status reports and monitors key program performance indicators for each Agency department and office. The Division's fiscal unit coordinates all federal block grant and statewide single audit functions, develops the AHS indirect rate, and updates federal cost allocation plans as necessary. The Division's data processing group coordinates the deployment of new centralized systems and software applications that allows both Agency district offices and community sites to share data appropriately across geographic and organizational boundaries.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37090.1	**Director of Administrative Services**	Oversees all major functions of division through role as supervisor to all unit managers. Is responsible for the overall administration of the Agency of Human Services, including coordination of Agency-wide priorities and initiatives among the Departments. Represents the Agency of Human Services in relations with other State agencies and other entities; reports directly to the Secretary of the Agency.	Allocated based on percentages derived from the allocation of salaries and benefits for all persons supervised by the Director.

Plan Department:

Division of Planning

Nature and Extent of Services: The Division works in partnership with communities and state entities to improve the well-being of Vermonters through the planning, coordination, and evaluation of human services.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37100.1	**Planning Division Professional Staff**	This unit consists of a director, policy analyst, planners, and a grants administrator. Staff is responsible for the development of effective service planning and coordination among Human Service departments, other State agencies, and local communities. Staff provides support to various councils and boards.	Results of Planning Division AHS time study.

Plan Department:

Tobacco Evaluation and Review Board Administrator

Nature and Extent of Services: The purpose of this board is to provide information to youth about the dangers of smoking.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37950.1	**Tobacco Evaluation and Review Board Administrator**	Administrator of the Tobacco Board. The purpose of this board is to provide information to youth about the dangers of smoking.	Direct to Tobacco Funds

Plan Department:

State Refugee Coordinator

Nature and Extent of Services: Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37530.1	**State Refugee**	Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.	Direct to Refugee Resettlement Grant
37531.1	**State Refugee Coordinator-Refugee Admin**	Coordinator for the federal Refugee Resettlement grant. The purpose is to assist with the resettlement of refugees into a safe environment.	Direct to Refugee Resettlement Grant

Plan Department :

General Operating Expenses

Nature and Extent of Services: Routine operating expenses (such as central services costs) that are not identifiable to a specific funding source are allocated to the various programs and departments.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37170.1	**General Operating Expenses**	Routine operating expenses (such as central services costs) that are not identifiable to a specific funding source are allocated to the various programs and departments.	Allocated to the various funding sources and Departments in the same proportion as the sum of salaries and benefits for all Central Office employees.

Plan Department:

Grants and Contracts

Nature and Extent of Services: Grants and contracts administered by AHS-CO identifiable to a specific program and funding source.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37120.1	**Parents Assistance Line**	SSBG) funds the provision of social services directed toward achieving economic self-support or self-sufficiency, preventing or remedying neglect, abuse, or the exploitation of children and adults, preventing or reducing inappropriate institutionalization, and securing referral for institutional care, where appropriate.	Direct to SSBG
37551.1	**Drug Free Schools Consultants**	Consultants to support programs and activities designed to promote drug free Vermont schools.	Direct to Drug Free Schools
37552.1	**Drug Free Schools**	Support programs and activities designed to promote drug free Vermont schools.	Direct to Drug Free Schools
37555.1	**DFS Prevention Institute**	Support programs and activities designed to promote drug free Vermont schools.	Direct to Drug Free Schools
37700.1	**Medicaid Administration**	Medicaid Administration	Direct to Title XIX

Plan Department (Continued):

Grants and Contracts (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37950.1	**PRISM**	Promotes Early Childhood Development.	Direct to PRISM
37975.1	**Green Mountain Family Network**	Works with families, family organizations, and Regional Partnerships in Vermont to build regional peer support capacity and sustainable family support networks.	Direct to GMFN
37675.1	**Access & Visitation**	Grant to establish and administer programs to support and facilitate non-custodial parents' access to and visitation of their children.	Direct to Access and Visitation
37676.1	**Access & Visitation- Admin**	Access and Visitation	Direct to Access and Visitation
37610.1	**Community Based Family Resour.**	Support a statewide network of community-based, family-centered, prevention-focused family resource and support programs, in order to strengthen families and reduce the incidence of child abuse and neglect.	Direct to CBFR
37611.1	**Community Based Family Resour.-Admin**	CBFR – Administrative Costs	Direct to CBFR

Plan Department (Continued):

Grants and Contracts (Continued)

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37510.1	**Juvenile Accountability Incentive Block Grant**	Administered by the State Relations and Assistance Division of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, U.S. Department of Justice.	Direct to JAIBG
37512.1	**Juvenile Accountability Incentive Block Grant - Interest**	Administered by the State Relations and Assistance Division of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, U.S. Department of Justice.	Direct to JAIBG
37500.1	**Juvenile Justice and Delinquency Prevention Grant**	Grant to assist State and local governments to prevent and control juvenile delinquency and to improve the juvenile justice system.	Direct to Juvenile Justice and Delinquency Prevention Grant
37501.1	**Juvenile Justice and Delinquency Prevention Grant - Admin**	Administrative costs to assist State and local governments to prevent and control juvenile delinquency and to improve the juvenile justice system.	Direct to Juvenile Justice and Delinquency Prevention Grant

Plan Department (Continued):

Grants and Contracts (Continued)

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37502.1	**Juvenile Justice Council**	Council to assist State and local governments to prevent and control juvenile delinquency and to improve the juvenile justice system.	Direct to Juvenile Justice and Delinquency Prevention Grant

Plan Department:

Legal Services

Nature and Extent of Services: Contract with Vermont Legal Aid.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37190.1	**Legal Services –Vermont Legal Aid**	The Agency contracts annually with VT Legal Aid to provide legal advice and representation to low income persons, such as representation in administrative proceedings before the Human Services Board, and other administrative and judicial proceedings.	Allocated to benefiting programs (TANF, Medicaid, Social Services Block Grant) based on annual caseload data provided by VT Legal Aid for the most recently completed year.

Plan Department:

Administrative Funds

Nature and Extent of Services: Administrative cost incurred by the Central office as a revolving loan process with the Agency's Departments.

Plan Dept.	Plan Dept. Name	Description	Allocation Method
37410.1	**AHS Net**		Direct to Administrative Funds
37415.1	**Rent-Brattleboro**		Direct to Administrative Funds
37420.1	**Rent-Middlebury**		Direct to Administrative Funds
37425.1	**Rent-Morrisville**		Direct to Administrative Funds
37430.1	**Rent-Rutland-Merchants Row**		Direct to Administrative Funds
37445.1	**Rent/Utilities/Tax-St Jay**		Direct to Administrative Funds
37465.1	**Security-Burlington**		Direct to Administrative Funds
37470.1	**Janitorial-Middlebury**		Direct to Administrative Funds
37475.1	**Janitorial-St. Johnsbury**		Direct to Administrative Funds
37480.1	**Pest Control-Middlebury**		Direct to Administrative Funds
37485.1	**Utilities-White River Junction**		Direct to Administrative Funds
37490.1	**To Be Allocated**		Direct to Administrative Funds

Plan Department:

Misc Grants and Contracts

Cost in Vision attributable to miscellaneous grants and contract managed by the AHS Central Office.

Plan Dept.	**Plan Dept. Name**	**Description**	**Allocation Method**
37180.1	**Misc. Grants and Contracts**		Misc. Grants and Contracts