



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

March 29, 2011

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. These updates are effective January 1, 2011.

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 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
41632.1	SOA Infrastructure Components BUS, Workflow, Rules, Contractual costs	Direct to SOA Infrastructure Contractual costs
41618.1	SOA Infrastructure Components BUS, Workflow, Rules. Staff costs	Direct to SOA Infrastructure Staff costs
41632.1	SOA Infrastructure Components BUS, Workflow, Rules, Contractual costs	Direct to SOA Infrastructure Contractual costs

The Agency of Human Services Central Office (AHSCO) 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
40450.1	AHS Field Services	Results of Field Services Time Studies
1700.1	AHS Administrative Management Fund	Direct to AHS Administrative Management Fund
1800.1	Secretary's Office Indirect Cost Plan	Number of Staff Across AHS
37031.1	Integrated Family Services	Direct to GC

\* 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)*

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
37640	Sexual Assault Education and Prevention	Direct to VDH earmark funds they received in their PHHS Block Grant specific to the prevention of sexual assault
40210	Woodside -- Treatment	Direct to Woodside
40220	Woodside -- Education	Direct to Woodside
40432	Relatives as Parents Program	Direct to Relatives as Parents
41185 Moved from Field Operations	Financial Eligibility Specialists/Interviewers/Call Center Agents	Results of the Economic Assistance time study
40965	ARRA -- DOE Weatherization -- SERC	Direct to ARRA DOE Weatherization SERC

The Department for Children and Families (DCF) has updated program codes 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
40200	Woodside - Admin	Direct to Woodside
40705 Moved from Family Services	Global Commitment Health Care -- Citizenship	Direct to Global Commitment
41015	Economic Services Deputy Commissioner and Staff	Employee Salaries Across Economic Services (including field staff)
41141	Health Care LTC Long Term Care	Direct to Global Commitment
41155	Welfare to Work Director and Staff Reach Up Operations	Direct to TANF and Employment & Training
41170	Welfare Fraud & Quality Control Unit--Quality Control Program Chief/Director	Staff supervised within the fraud unit and the quality assurance unit
41180	Quality Control/Treasury Offset Program Staff	Hours per Quarter for TANF, Food Stamps SNAP, & Global Commitment
41210	Home Heating LIHEAP Benefits Program Staff	Direct to Home Heating Program/LIHEAP
41211	Benefit Programs Support Staff Operations (ADPC)	Employee Salaries Across Economic Services (including field services)
41220	Food Stamps SNAP Medical Exams	Direct to Food Stamp SNAP Administration
41250	EBT Financial Services	Direct to Food Stamps-SNAP Admin
41261	EBT Financial Administrator	Direct to TANF and Food Stamp SNAP Benefits Issued (Based on Case Count Statistics from Monthly Invoice)
41271	Benefit Program Reach Up Policy Analyst	Direct to TANF
41275	Welfare Fraud Investigators	Quarterly percentage of fraud investigations
41305	Food Stamps SNAP General Administration	Direct to Food Stamps SNAP Administration

\* 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) updates continued

Plan Dept.	Plan Dept. Name	Allocation Method
41306	Food & Nutrition SNAP Program Coordinator	Food & Nutrition Program allocations
41313	Food Stamp SNAP Participation – 2007	Direct to Food Stamp SNAP Participation Program
41314	Job Retention Support Services <90 days	Direct to Food Stamps SNAP Employment & Training
41345	Food Stamp SNAP Employment and Training Transportation	Direct to Food Stamps SNAP Employment & Training
41401	Lund Support Services	Direct to TANF
41542	Food Stamps SNAP Payments – Over 65 no SSI	Direct to Food Stamps SNAP Cashout
41544	Food Stamps SNAP Payments – Over 65 with SSI	Direct to Food Stamps SNAP Cashout
41546	Food Stamps SNAP Payments – With SSI Disability	Direct to Food Stamps SNAP Cashout
41555	Food Stamps SNAP State Exchange	Direct to Food Stamps SNAP State Exchange
41190	Regional Managers/Economic Resource System & Economic Services Supervisors	Results of the Economic Assistance time study
41310	RU - Employment Training	Direct to Food Stamp SNAP Employment and Training (cost matched by the State at 50%)
41315	Food Stamp SNAP Outreach	Direct to Food Stamp SNAP Outreach
41316	Food Stamp SNAP Outreach	Direct to Food Stamp SNAP Outreach
41320	Food Stamp SNAP Nutrition Education	Direct to Food Stamp SNAP Nutrition Education
41321	Food Stamp SNAP Nutrition Education 100% Matched	Direct to Food Stamp SNAP Nutrition Education
41330	Reach Up Case Management Other Verification and Documentation Support	Direct to TANF
41335	Reach Up Case Management - Job Start	Direct to Food Stamp SNAP Employment and Training
41336	Food Stamp USDA E&T 100% 50% Fed/50% Other Entity Match	Direct to Employment & Training (This code is used for cost where the 50% match is paid by an entity other than the State)
41370	DCF - Child Nutrition - CECH	Direct to State Funded
41185	Economic Services Eligibility Workers Moved to ESD	Results of the Economic Assistance time study

\* 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 Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) 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:

Plan Dept.	Plan Dept. Name	Allocation Method
41620*	Refugee Assistance Program	Direct to Refugee Assistance Program
43982	MIPPA ACA 2008 LIS-MSP OR	Direct to MIPPA ACA 2008 LIS/MSP
43983	MIPPA ACA Medicare Enroll – AAAs	Direct to MIPPA ACA Medicare Enroll - AAAs
43984	MIPPA ACA Medicare Enroll – ADRC	Direct to MIPPA ACA Medicare Enroll - ADRC

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
41629	Quality Improvement Division	Quarterly Enrollment for Global Commitment, Choices for Care, CHIP, and All Other benefiting Programs
41632	SOA Infrastructure Contractual	Direct to SOA Infrastructure IAPD

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:

Plan Dept.	Plan Dept. Name	Allocation Method
39046	Public Health Infrastructure	Direct to Public Health Infrastructure
39349	ACA Epidemiology Laboratory Capacity	Direct to ACA Epidemiology Laboratory Capacity
39576	Oral Disease Prevention Program	Direct to Oral Disease Prevention Program
39896	Public Inebriate Services, Challenges for Change, Global Commitment	Direct to Public Inebriate Services, Challenges for Change, Global Commitment MCO Investments

The Vermont Department of Health (VDH) has updated program codes 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
39759	Vermont Child Health Improvement Project	Direct to Global Commitment <del>Administration</del> VCHIP Distribution – split between SPMP & non-SPMP
39521	Obesity & Chronic Diseases Prevention	Direct to Obesity & Chronic Diseases Prevention
39750	Healthy Babies	Direct to Global Commitment Admin Professional Medical
39756	EPSDT Administration	Direct to Global Commitment Admin

\* 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 Vermont Department of Health (VDH) 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
39170	Influenza Pandemic Preparedness	Direct to Bioterrorism Preparedness Grant
39396	Birth Defects Surveillance	Direct to Birth Defects Surveillance
39735	WIC Infrastructure	Direct to WIC Infrastructure.
39574	Oral Health Workforce	Direct to Oral Health Workforce

Department of Mental Health

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

Plan Dept.	Plan Dept. Name	Allocation Method
42773	Serious Functional Impairment (SFI)	Direct to SFI

\* 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.

**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 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.

- 41632.1SOA Infrastructure Components BUS, Workflow, Rules, Contractual costs
- 41618.1SOA Infrastructure Components BUS, Workflow, Rules. Staff costs

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

- 40450.1AHS Field Services
- 1700.1 AHS Administrative Management Fund
- 1800.1 Secretary's Office Indirect Cost Plan
- 37031.1Integrated Family 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 2** - Programs in this category are used to identify new grants 100% federally funded.

- 40965 ARRA – DOE Weatherization - SERC

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

- 37640 Sexual Assault Education and Prevention
- 40210 Woodside - Treatment
- 40220 Woodside - Education
- 40432 Relatives as Parents Program
- 40400 FSD Act 1

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

- 41185 Financial Eligibility Specialists/Interviewers/Call Center Agents.

\* 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.

- 40200 Woodside - Admin
- 40705 Health Care – Citizenship
- 41015 Economic Services Deputy Commissioner and Staff
- 41141 Long Term Care
- 41155 Reach Up Operations
- 41170 Quality Control Program Chief/Director
- 41180 Quality Control/Treasury Offset Program Staff
- 41210 LIHEAP Benefits Program Staff
- 41211 Operations (ADPC)
- 41220 SNAP Medical Exams
- 41250 EBT Financial Services
- 41261 EBT Financial Administrator
- 41271 Reach Up Policy Analyst
- 41275 Fraud Investigators
- 41305 SNAP General Administration
- 41306 SNAP Program Coordinator
- 41313 SNAP Participation – 2007
- 41314 Job Retention Support Services <90 days
- 41345 SNAP Employment and Training Transportation
- 41542 SNAP Payments – Over 65 no SSI
- 41544 SNAP Payments – Over 65 with SSI
- 41546 SNAP Payments – With SSI Disability
- 41555 SNAP State Exchange
- 41190 Regional Managers/Economic Resource System & Economic Services Supervisors
- 41310 RU – Employment Training
- 41315 SNAP Outreach
- 41316 SNAP Outreach
- 41320 SNAP Nutrition Education
- 41321 SNAP Nutrition Education 100% Matched
- 41330 Reach Up Verification and Documentation Support
- 41335 Reach Up Case Management – Job Start
- 41336 USDA E&T 50% Fed/50% Other Entity Match
- 41370 DCF – Child Nutrition – CECH

*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.

- 41620\* Refugee Assistance Program
- 43982 MIPPA ACA 2008 LIS-MSP OR
- 43983 MIPPA ACA Medicare Enroll – AAAs
- 43984 MIPPA ACA Medicare Enroll – ADRC

\* 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 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.

- 41629 Quality Improvement Division
- 41632 SOA Infrastructure Contractual

Vermont Department of Health (VDH)

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

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

- 39046 Public Health Infrastructure
- 39349 ACA Epi Lab Capacity
- 39576 Oral Disease Prevention Program

**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.

- 39896 Public Inebriate Services, Challenges for Change, Global Commitment
- 39759 Vermont Child Health Improvement Project
- 39521 Obesity & Chronic Diseases Prevention
- 39750 Healthy Babies
- 39756 EPSDT Administration Functions 1

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

- 39170 Influenza Pandemic Preparedness
- 39396 Birth Defects Surveillance
- 39735 WIC Infrastructure
- 39574 Oral Health Workforce

Department of Mental Health (DMH)

The Department of Mental Health (DMH) 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.

- 42773 Serious Functional Impairment (SFI)

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

Douglas A. Racine  
Secretary  
Agency of Human Services

\* 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.

cc:

Al Johnson  
Allan Merritt  
Ben Black  
Bill Kelly  
Cara McSherry  
Carrie Hathaway  
Connie Harrison  
David Cameron  
David Cohen  
Ed Dwinell  
Gary Leach  
Heidi Hall

Hugh McCaslin  
Jill Gould  
Jim Euber  
Jim Giffin  
Jim Mall  
Joan Adams  
Judy Morse  
Kevin O'Connell  
Léo Clark  
Mary Ann Alligood  
Mike Mooradian  
Monica Light

Patrick Burke  
Peter Bestenbostel  
Ray Stout  
Rob Roberts  
Sarah Walcott  
Shannon Thompson  
Sherie Barbour  
Shirley Dow  
Stacy Gibson-Grandfield  
Ursula Boehringer  
William Snyder

\* 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.

## State and Local Cost Allocation Plans

### CERTIFICATION OF CENTRAL SERVICE COST ALLOCATION PLAN

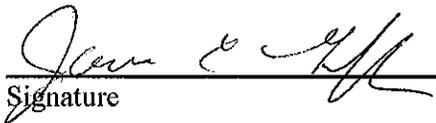
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated March 29, 2011 to establish cost allocations or billings for the quarter ending March 31, 2011 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

March 24, 2011-----  
Date of Execution