



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

September 26, 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 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
37011.1	Audit Unit	Results of the Audit Unit Time Study

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
1002.1	Single Audit	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.
37652	DDC Gov's Committee/Employment	Direct to Gov's Committee/Employment

\* 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
37540	Building Bright Futures Direct Services (formerly Success by Six Program)	Direct to Building Bright Futures Direct Services

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
41075	Health Care Policy Analyst	Percentage of Global Commitment, SCHIP & Catamount Eligibles
41110	General Admin - Global Commitment/SCHIP	Percentage Global Commitment, SCHIP & Catamount Eligible
41150	Health Access Eligibility Unit	Percentage of SCHIP & Catamount eligible's as compared to the total G/C eligible's
41501	State Supplement Program – AABD-EP-SSI	Direct to Global Commitment- MCO
40633	Child Development - TANF-MOE Only	Direct to TANF MOE
42500	GC CUPS	Direct to MCO-GC CUPS

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
41025	Systems Operations-Specialists	Economic Services IT Time Study
39740	Success By Six	Direct to State Funded (80%) and Global Commitment (20%)
40530.6	Evaluation & Counseling/Medical Treatment	Direct to State Funded

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) 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
43895	Reach Up Non VR	Direct to Reach Up

\* 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.

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has made no changes to their Cost Allocation Plan Narrative this quarter:

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
39889	Substance Abuse Prevention Administration and Planning.	Direct to Substance Abuse Grant
39890	Substance Abuse Prevention Community Grants Program	Direct to Substance Abuse Grant
39891	Substance Abuse Prevention Community -- Project Rocking Horse.	Direct to Substance Abuse Grant
39892	Substance Abuse Workforce Development	Direct to Substance Abuse Grant
39575	Dental Public Health in D.O.'s	Direct to Dental Public Health in D.O.'s (Global Commitment)
39734	WIC Food Packages	Direct to WIC Food Packages
42756	Alternatives to Restraint and Seclusion Grant	Direct to Alternatives to Restraint Grant
39101	Office of Public Health Preparedness Administration	Relative Share of Office of Public Health Preparedness Salaries.
39109	Office of Public Health Preparedness Leave Time	Relative Share of Office of Public Health Preparedness Salaries.
39501	HPDP Administration	Relative Share of HPDP Salaries.
39509	HPDP Leave Time	Relative Share of HPDP Salaries.
39701	Maternal and Child Health Administration	Relative Share of MCH Salaries.
39702	Office of Local Health Administration	Relative Share of OLH Salaries.
39709	MCH/OLH Leave Time	Relative Share of MCH/OLH Salaries

The Vermont Department of Health (VDH) has updated al program code appearing in VISION data. While all 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
39811	Substance Abuse Prevention Consultant System	Direct to Substance Abuse Grant
39812	Vermont Alcohol & Drug Information Clearinghouse	Direct to Substance Abuse Grant
39813	Community Substance Abuse Prevention Technical Assistance Funds.	Direct to Substance Abuse 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.

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:

Plan Dept.	Plan Dept. Name	Allocation Method
42756	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.

- 1002.1 – Single Audit
- 37652 – DDC Gov's Committee/Employment

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

- 37011.1 – Audit Unit

### 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.

- 37540 – Building Bright Futures Direct Services (formerly Success by Six – Program 39740)
- 42500 – GC Cups
- 41025 – Systems Operations Specialists
- 39740 – Success by Six
- 40530 – Evaluation & Counseling/Medical Treatment

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

- 40633 – Child Develop – TANF-MOE Only
- 41110 – General Admin – Global Commitment/SCHIP
- 41150 – Health Access Eligibility Unit
- 41075 – Health Care Policy Analyst
- 41501 – State Supplement Program – AABD-EP-SSI

\* 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 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.

- 43895 – Reach Up Non VR

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has made no changes to the Cost Allocation Plan this quarter.

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.

- 39734 – WIC Food Packages
- 42756 – Alternatives to Restraint and Seclusion Grant

**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.

- 39101 – Office of Public Health Preparedness Administration
- 39109 – Office of Public Health Preparedness Leave Time
- 39501 – HPDP Administration
- 39509 – HPDP Leave Time
- 39701 – Maternal and Child Health Administration
- 39702 – Office of Local Health Administration
- 39709 – MCH/OLH Leave Time
- 39889 – Substance Abuse Prevention Administration and Planning.
- 39890 – Substance Abuse Prevention Community Grants Program
- 39891 – Substance Abuse Prevention Community – Project Rocking Horse.
- 39892 – Substance Abuse Workforce Development
- 39575 – Dental Public Health in D.O.'s

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

- 39014 – Duty Officer Time

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

- 39811 – Prevention Activities Statewide Single Audit Substance Abuse Prevention Consultant System
- 39812 – Vermont Alcohol & Drug Information Clearinghouse
- 39813 – Drug Free Schools – Dare Grants Community Substance Abuse Prevention Technical Assistance Funds.

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,



Cynthia D. LaWare  
Secretary  
Agency of Human Services

cc:	Allan Merritt	Heidi Hall	Leo Clark
	Ben Black	Hugh McCaslin	Mary Ann Alligood
	Bill Kelly	Jan Westervelt	Mary Jane Palmer
	Carol Messier	Jill Gould	Matt Riven
	Carrie Hathaway	Jim Euber	Patrick Burke
	David Cohen	Jim Giffin	Sherie Barbour
	Ed Dwinell	Jim Mall	Shirley Dow
	Gary Leach	Joan Adams	Stacey Drinkwine

## State and Local Cost Allocation Plans

### CERTIFICATION OF CENTRAL SERVICE COST ALLOCATION PLAN

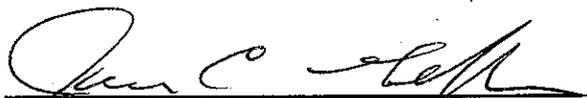
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(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

9/24/08  
Date of Execution