



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

September 29, 2009

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 July 1, 2009.

Agency of Human Services Central Office (AHSCO)

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

Plan/Dept	Plan/Dept Name	Allocation Method
41002.1	Service Coordination	Misc. Grants and Contracts
41003.1	Direct Service Dollars	Misc. Grants and Contracts

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
1400.1	Field Directors - DCF	Direct to DCF
1400.2	Field Directors - DAIL	Direct to DAIL
1400.3	Field Directors - VDH	Direct to VDH
1400.4	Field Directors - AHS	Allocated per Indirect Cost Plan
1400.5	Field Directors - OVHA	Direct to OVHA
1400.6	Field Directors - DOC	Direct to DOC
1400.7	Field Directors - DMH	Direct to DMH

\* 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
41031	Computer Equipment	Quarterly Computer Inventory Count
41271	Benefit Program Policy Analyst	Direct to TANF
44240	DOE WX & WTF	% of DOE WX compared to total expense.
40900	Interdepartmental Transfers	Direct to Interdepartmental Agreements

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
41401	<del>Reach Up (Regular Benefits)</del> Lund Support Services	<del>Direct to State Funded</del> Direct to TANF
40100	Child Development Division Staff	<del>Child Subsidy Case Count</del> Employee Salaries Across Child Development
41370	DCF - Child Nutrition - CECH	Direct to <del>Child Nutrition</del> State Funded

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
40450	AHS Field Directors and Field Service Moved to AHS Central Office	Employee Salaries of all staff at Field Offices
41002	DCF Service Coordination Moved to AHS Central Office	Employee Salaries of all staff at Field Offices
41003	Field Director Direct Service Moved to AHS Central Office	Direct to State Funded
49343	Title I Neglected & Delinquent (Department of Education)	Direct to Title I Neglected & Delinquent

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
43755	ARRA - VR Independent Living Part B - Stimulus	Direct to Independent Living Grant Part B - ARRA

\* 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 of Disabilities, Aging and Independent Living (DAIL) 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
43550	AAA General Fund	Allocated to Food and Nutrition Services based on cost of the program (using AAA GF Transportation method) for the quarter and then allocated proportionately to the Title III programs based upon Title III total costs in the quarter (using Direct to Older American's Act Method %'s)
43892	ARRA – AOA Congregate Meals III-C-1	Direct to AAA Congregate Meals III-C-1 (ARRA)
43893	ARRA – AOA Home Delivered Meals III-C-2	Direct to AAA Delivered Meals III-C-2 (ARRA)
43720	Counseling and Assistance - Social Security Disability Insurance Benefit Offset Demonstration Pilot	Direct to SSDI Benefit Offset

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) 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
41499.101	MOVE	Direct to FMAP 90%
41607	MOVE-VIEWS	Direct to FMAP at Admin Claim Rate
41608	MOVE-5010	Direct to FMAP 90%

The Office of Vermont Health Access (OVHA) 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
41486.101	Director's Office	Salary Costs Across OVHA that Time Attest (41486) <del>Time Attested for Global Commitment, CHIP and Catamount Health</del>
41497.101	Administrative Services	Salary Costs Across OVHA that Time Attest (41497) <del>Time Attested for Global Commitment, CHIP and Catamount Health</del>

\* 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:

Plan/Dept.	Plan/Dept. Name	Allocation Method
39172	PHER H1N1	Direct to PHER H1N1.
39188	SIREN	Direct to PHHS Block Grant.
39543	Hospital H1N1 Preparedness	Direct to Hospital H1N1
39735	WIC Infrastructure	Direct to WIC Infrastructure.
39038	Blueprint Administration	Relative Share of Blueprint Division Salaries.
39894	Building Substance Abuse Treatment Capacity	Direct to Substance Abuse Grant

Department of Mental Health

The Department of Mental Health (DMH) has identified a 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 below:

Plan/Dept.	Plan/Dept. Name	Allocation Method
42759	Special Services	Direct to Special Services (new Final Receiver)
42760	MH Outpatient Services for Adults	Direct to Adult Outpatient (new Final Receiver)
42761	Mental Health Elder Care	Direct to MH Elder Care (new Final Receiver)
42762	Mental Health Consumer Support Programs	Direct to Consumer Support (new Final Receiver)
42763	Mental Health CRT Community Support Services	Direct to CRT Community (new Final Receiver)
42764	Mental Health Children's Community Services	Direct to Children's Community Services (new Final Receiver)
42765	Emergency Mental Health for Children and Adults	Direct to Emergency Mental Health (new Final Receiver)
42766	Respite Services for Youth with SED and their Families	Direct to Respite for SED Youth (new Final Receiver)
42767	CRT Staff Secure Transportation	Direct to Staff Secure Transport (new Final Receiver)
42768	Peer Supports	Direct to Peer Supports (new Final Receiver)
42769	Recovery Housing	Direct to Recovery Housing (new Final Receiver)

\* 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.

- 41002.1 – Service Coordination
- 41003.1 – Direct Service Dollars

### 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.

- 41031 – Computer Equip
- 40900 – Interdepartmental Transfers

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

- 41271 – Benefit Program Policy Analyst
- 41401 – Lund Support Services
- 44240 – DOE WX & WTF
- 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.

- 43550 – AAA General Fund
- 43892 – ARRA – AOA Congregate Meals III-C-1
- 43893 – ARRA – AOA Home Delivered Meals III-C-2
- 43720 – Counseling and Assistance - Social Security Disability Insurance Benefit Offset Demonstration Pilot
- 43755 – ARRA – VR Independent Living Part B - Stimulus

\* 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)

**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.

- 41486.101 – Director’s Office
- 41497.101 – Administrative Services
- 41499.101 – MOVE
- 41607 – MOVE-VIEWS
- 41608 – MOVE-5010

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.

- 39172 – PHER H1N1
- 39543 – Hospital H1N1 Preparedness
- 39735 – WIC Infrastructure

**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.

- 39188 – SIREN
- 39038 – Blueprint Administration
- 39894 – Building Substance Abuse Treatment Capacity

Department of Mental Health (DMH)

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

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

- 42759 – Special Services
- 42760 – MH Outpatient Services for Adults
- 42761 – Mental Health Elder Care
- 42762 – Mental Health Consumer Support Programs,
- 42763 – Mental Health CRT Community Support Services
- 42764 – Mental Health Children's Community Services
- 42765 – Emergency Mental Health for Children and Adults
- 42766 – Respite Services for Youth with SED and their Families
- 42767 – CRT Staff Secure Transportation
- 42768 – Peer Supports
- 42769 – Recovery Housing

\* 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 R. Good, Deputy Secretary for*

Robert D. Hofmann  
Secretary  
Agency of Human Services

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cc: Al Johnson                      Hugh McCaslin                      Mary Jane Palmer  
Allan Merritt                      Jan Westervelt                      Matt Riven  
Ben Black                          Jill Gould                          Mike Mooradian  
Bill Kelly                          Jim Euber                          Monica Light  
Carrie Hathaway                      Jim Giffin                          Patrick Burke  
Connie Harrison                      Jim Mall                          Peter Bestenbostel  
David Cohen                      Joan Adams                          Rob Roberts  
Ed Dwinell                          Kevin O'Connell                      Sherie Barbour  
Gary Leach                          Leo Clark                          Shirley Dow  
Heidi Hall                          Mary Ann Alligood                      Stacey Drinkwine

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\* 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

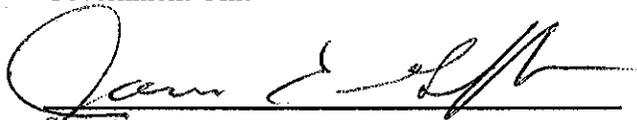
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal [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

9/28/09  
Date of Execution