



State of Vermont

AGENCY OF HUMAN SERVICES

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OFFICE OF THE SECRETARY  
208 Hurricane Lane, Suite #103  
Williston, Vermont 05495-2069

October 27, 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 July 1, 2011.

As I am sure you are aware from national headlines, the State of Vermont experienced a significant natural disaster beginning on Sunday, August 29th and continuing through Monday, August 30, 2011. Significant flooding caused by Tropical Storm Irene resulted in significant damage to the state's public infrastructures. All state offices were closed on Monday, August 30, but fortunately, all twelve regional Agency of Human Services offices were open and operating Tuesday, the day after the flooding. People could access federal and state programs delivered by AHS through these offices. A federal Disaster Declaration was issued a few days afterward and FEMA arrived shortly thereafter. The AHS functions shut down were at the AHS Central Office complex where policy making and oversight of administrative activities is located.

Our disaster recovery plan called for temporary co-location of Policy Executives with other operating departments not directly impacted by the disaster. Most AHS employees had moved into temporary space and were working full-time by September 19. Our IT disaster recovery plan worked well and the vast majority of IT infrastructure was restored by September 12.

We are requesting minimal changes to our Cost Allocation Plans for this quarter as the disaster had minimal impact on the delivery of federal programs.

AHS received no federal funds from FEMA in the quarter ending September 30. We may receive some FEMA funding in the current quarter and will update the October to December quarter's CAP accordingly.

Please let us know if you have further questions on our request. We appreciate your assistance during this difficult recovery.

\* 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.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) 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 of these additions below:

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
37071.1	<b>Emergency Management</b>	Direct to Emergency Management MOU

The Agency of Human Services Central Office (AHSCO) has updated 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:

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
37711.1	<b>Money Follows the Person (MFP) Rebalancing Grant Demonstration – Choices for Care –Dual Eligibility</b>	Direct to Money Follows the Person

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:

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
37001.1	<b>Human Resources Director and Staff</b>	Number of Staff Across AHS
37000.1	<b>Personnel Administrators &amp; Personnel Assistants</b>	Number of Staff Across AHS
37966.1	<b>Committee for National and Community Services-funds from Vermont Health Dept in form of Memorandum of Understanding</b>	Direct to Committee for National and Community Services
37967.1	<b>Committee for National and Community Services-American Recovery and Reinvestment Act</b>	Direct to Committee for National and Community Services
37968.1	<b>Committee for National and Community Services-American Recovery and Reinvestment Act</b>	Direct to Committee for National and Community Services

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:

<b>Plan Dept.</b>	<b>Plan Dept. Name</b>	<b>Allocation Method</b>
40438	HUD Homeless – Economic Development Initiative	Direct to Earmarks
41729 Moved from ESD	C4C Community Initiative – HOPE & GA Front Door Grants	Direct to MCO Investments

\* 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 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
40530.1	Family Services Title IV-E Maintenance Payments	Direct to Title IV-E Foster Care Maintenance Payments
40530.2	Case Review Services/Foster Parent Recruitment	Title IV-E Eligibility Rate
40530.3	Foster Parent Training	Title IV-E Eligibility Rate (IV-E Training)
40530.5	Training UVM Social Workers	Direct to Title IV-E Foster Care Training (75%) Is claimed using a blended eligibility rate of both adoption and IV-E children. State match to be provided by UVM.
40530.6	Title IV-E Short Term Training	Direct to Title IV-E – Training ('09-55%)
40530.8	Subsidized Adoptions	Direct to Title IV-E Foster Care Maintenance Payments
41073	Member card Replacement (personnel & HP Contract) DCF \$4,500 gross	<del>90% Title XIX, 10% State</del> Direct to Member Card Replacement
41499	MMIS – TA	<del>Direct to MMIS and VIEWS</del> Direct to MMIS-TA
41607	VIEWS – DDI (development)	<del>Direct to MMIS and VIEWS</del> Direct to VIEWS-DDI
41612	MMIS – IV & V	<del>Direct to MMIS and VIEWS</del> Direct to MMIS-IV&V
41618	SOA Infrastructure Components (BUS, Workflow, Rules)	<del>90% Title XIX, 10% State</del> Direct to SOA Infrastructure Components

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
41609	VIEWS-enhanced – DDI (development)	Direct to MMIS and VIEWS
41729 Moved to OEO	C4C Community Initiative – HOPE & GA Front Door Grants	Direct to MCO Investments

*Department of Disabilities, Aging and Independent Living*

The Department of Disabilities, Aging and Independent Living (DAIL) has made no changes to allocation methods. Changes were made in the narrative portion only. While these changes have been added to the narrative and highlighted in red:

\* 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 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
41693	HIT: Implementation and Operation- Staff	Direct to SMHP-HIT IAPD
41694	HIT: Implementation and Operation- Contractors	Direct to SMHP-HIT IAPD
41695	HIT Incentive Payments	Direct to SMHP-HIT IAPD

The Department of Vermont Health Access (DVHA) has updated a 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
41601	Medicaid	Actual Charges Incurred for Global Commitment, Choices for Care CHIP and Other Benefiting Programs (41601.115) Direct to Choices for Care (.116) Direct to MCO Investments <del>Catamount</del> Health (.117) Direct to Non-Waiver (.118)

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
39544	Refugee Preventive Health	Direct to Refugee Preventive Health
39168	CME – Coverdell MOU	Direct to CME – Coverdell MOU
39189	Siren MOU with DPS	Direct to Siren MOU with DPS
39773	EPSDT Systems/Infrastructure Building (Non - SPMP)	Direct to Global Commitment Administration
39775	Fostering Healthy Families (Non-SPMP)	Direct to Global Commitment Administration
39751	Healthy Babies – Non-SPMP	Direct to Global Commitment Administration

The Vermont Department of Health (VDH) has updated a 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
39759	Vermont Child Health Improvement Project	<del>Direct to Global Commitment Administration</del> VCHIP SPMP Distribution

Department of Mental Health

The Department of Mental Health (DMH) has made no changes to allocation methods. Changes were made in the narrative portion only. While these changes have been added to the narrative and highlighted in red.

\* 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.

- 37071.1 Emergency Management
- 37711.1 Money Follows the Person (MFP) Rebalancing Grant Demonstration – Choices for Care –Dual Eligibility

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

- 37001.1 Human Resources Director and Staff
- 37000.1 Personnel Administrators & Personnel Assistants
- 37966.1 Committee for National and Community Services-funds from Vermont Health Dept in form of Memorandum of Understanding
- 37967.1 Committee for National and Community Services-American Recovery and Reinvestment Act
- 37968.1 Committee for National and Community Services-American Recovery and Reinvestment Act

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

- 40438 HUD Homeless – Economic Development Initiative
- 41729 C4C Community Initiative – HOPE & GA Front Door Grants

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

- 40530.1Family Services Title IV-E Maintenance Payments
- 40530.2Case Review Services/Foster Parent Recruitment
- 40530.3Foster Parent Training
- 40530.5Training UVM Social Workers
- 40530.6Title IV-E Short Term Training
- 40530.8Subsidized Adoptions

\* 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 – (cont.)**

- 41073 Member card Replacement (personnel & HP Contract) DCF \$4,500 gross
- 41499 MMIS-TA
- 41607 VIEWS-DDI
- 41612 MMIS-IV&V
- 41618 SOA Infrastructure Components (BUS, Workflow, Rules)

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

- 41609 VIEWS enhanced – DDI (development)

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has made narrative changes only to the Cost Allocation Plan this quarter.

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.

- 41693 HIT: Implementation and Operation- Staff
- 41694 HIT: Implementation and Operation- Contractors
- 41695 HIT Incentive Payments
- 41601 Medicaid

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.

- 39544 Refugee Preventive Health

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

- 39168 CME – Coverdell MOU
- 39189 Siren MOU with DPS
- 39759 Vermont Child Health Improvement Project
- 39773 EPSDT Systems/Infrastructure Building (Non - SPMP)
- 39775 Fostering Healthy Families (Non-SPMP)
- 39751 Healthy Babies – Non-SPMP

Department of Mental Health (DMH)

The Department of Mental Health (DMH) has made narrative changes only to the Cost Allocation Plan this quarter.

\* 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,



Douglas A. Racine  
Secretary  
Agency of Human Services

cc:

Al Johnson  
Allan Merritt  
Ben Black  
Bill Kelly  
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  
Leo Clark  
Mary Ann Alligood  
Mike Mooradian  
Monica Light  
Patrick Burke

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Shannon Thompson  
Sherie Barbour  
Shirley Dow  
Stacy Gibson-Grandfield  
Ursula Boehringer

\* 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

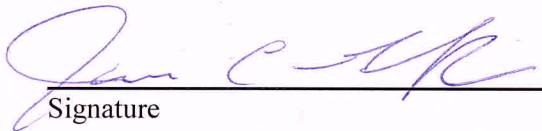
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated September 30, 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

October 24, 2011  
Date of Execution