



<b>Broward Behavioral Health Coalition, Inc.</b>	
<b>Policy Title: Incidental Funds</b>	
<b>Policy Number: BBHC.0094</b>	<b>Contract Section (s): Contract No. JH343</b>
<b>Effective Date: August 20, 2020</b>	<b>Revision Date: 8/18/2021</b>
<b>Responsible Department:</b> Continuous Quality Improvement (CQI)	
<b>Signature Block</b>	
Approved by: <small>DocuSigned by:</small> Caren Longsworth, Quality Improvement Manager	
Signature: <u><i>Danica Mamby</i></u> <small>7149EC975596488...</small>	for Caren Longsworth Date: <u>9/10/2021</u>
Approved by: <small>DocuSigned by:</small> Silvia Quintana, Chief Executive Officer	
Signature: <u><i>Silvia Quintana</i></u> <small>D999499950A143C...</small>	Date: <u>9/10/2021</u>

**Policy** - It is the policy of Broward Behavioral Health Coalition Inc. (BBHC) to ensure adherence to uniform procedures and the delivery of services in accordance with applicable federal and state laws, rules, and regulations.

**Purpose** - The purpose of this policy is to ensure that all members of the BBHC provider network are responsible and accountable while expending public funds in service of persons served.

BBHC funded persons served within the mental health and substance abuse system and their families often find themselves temporarily in need of certain supports and services which they are unable to afford themselves, and for which there is no other source for payment.

Incidental funds are authorized to be used for BBHC funded persons served in order to provide short-term and limited wraparound goods or services for the needs of the person served that are consistent with the treatment and service goals of the person served.

#### **Guidelines for Persons-Served Funded by BBHC**

Providers are required to develop internal procedures to ensure the appropriate, reasonable, and permissible expenditure of funds for incidental expenses on behalf of persons served. Such procedures must include a requirement that internal approvals and documentation for these expenditures are included in the provider's file for the applicable

person served for whom the expenditure is made. Expenditures in excess of \$1,000.00 require prior authorization by BBHC. Authorization will be obtained by electronically submitting, to the specific BBHC Program Manager, the applicable justification and documentation to support the need (e.g., treatment/service plan, lease agreement, estimate for repair), and the specific requested expenditure, using the link provided by the Program Manager.

Expenditures under \$1,000.00 will be subjected to review by the Carisk billing team. Supporting documentation shall be made available by the network service Provider, upon request.

### **Guidelines for Persons-Served Funded by BBHC's Multidisciplinary Teams and Special Programs**

Persons Served funded by a BBHC Multidisciplinary Team and/or a Special Program are eligible for incidentals. However, BBHC reserves the right to implement additional procedures, including preauthorization.

### **Guidelines for Persons-Served Not Funded by BBHC**

Persons Served with no services funded by BBHC within the last 12 months are eligible for incidentals under specific conditions. These conditions include:

- Service from a Multidisciplinary Team
- Service from a Special Program (e.g. BBHC funded grants)
- Special condition (These must be Individually preauthorization by BBHC)

All **Special Condition** incidental expenditures require prior authorization by BBHC. Authorization will be obtained by electronically submitting, to the specific BBHC Program Manager, the applicable justification and documentation to support the need (e.g., treatment/service plan, lease agreement, estimate for repair, copy of complaint to persons served funding source), and the specific requested expenditure, using the link provided by the Program Manager. Additionally, all service data not funded by BBHC must be uploaded to the data system, from the start of treatment to completion.

Providers are required to develop internal procedures to ensure the appropriate, reasonable, and permissible expenditure of funds for incidental expenses on behalf of persons served. Such procedures must include a requirement that internal approvals and documentation for these expenditures are included in the provider's file for the applicable person served for whom the expenditure is made.

The Recipient Service Chart shall include the Covered Service; Program (Substance Abuse or Mental Health), Supportive documentation (Person served name and unique identification number) Invoice date; the treatment/service plan goal that supports the expenditure; and authorization documentation date of approval and disbursement).

Approved funding expenditures must be within the context of a family-driven, community-based, culturally competent, and strength-based system. Approvals will be granted when family-driven and clinically appropriate for the identified Person served in accordance with service/treatment recommendations.

**Examples of expenditures for which incidental funds may be used:**

- Clothing
- Medical care
- Educational and vocational needs
- Developmental services
- Repairs
- Housing subsidies and other approved costs.
- Transportation

If a person served is enrolled in a plan that covers the requested incidental BBHC will not approve such incidental request.

Compliance with the policy and all applicable regulations will be monitored by BBHC as a component of invoice processing and contract monitoring activities.

**Restrictions and Limitations:**

- Directly support treatment and service goals of the person served.
- Checks may not be made payable to the person served or their parents/guardians or other family members, except in emergency cases. Checks should be made payable directly to the vendor of the goods or services purchased.
- Incidental funds may be used for incidental transportation costs, it may not be used toward the purchase of or payment for an automobile for the person served or their family.
- Additional documentation is required for all expenditure of incidental funds, such as registrations or applications, auto repairs, bills for utilities or fines, and receipts or estimates for furnishings, etc.
- The use of gift cards should be used as a last resort to make purchases that are unable to be made through direct purchasing or other traditional means. Gift cards shall be made out for the amount of the item. When this is not possible, the person served shall be made aware the balance shall be returned to the agency. The person served is required to sign a receipt for the gift card which includes the total amount of the gift card

and the cost of the item(s) to be purchased, and to provide a receipt for the actual purchase to the agency. Any provider which uses gift cards in this manner is required to have a formal policy for the purchase, maintenance, and the reconciliation of distribution and expenditure of all gift cards used for this purpose.

**REFERENCES:**

- Chapter 65E-14 Community Substance Abuse and Mental Health Services - Financial Rules
- Florida Administrative Code
- Florida Department of Financial Services Reference Guide for State Expenditures <https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>
- Florida General Records Schedules: <https://dos.myflorida.com/library-archives/records-management/general-records-schedules/>

**ATTACHMENTS:**

**DEFINITIONS:**

**REVISION LOG**

<b>REVISION</b>	<b>DATE</b>
Updated policy number, updated request procedure to state that requests should be submitted via Cognito to the designated Program Manager. Added disclaimer that requests under \$1000.00 may be subjected to review by the Carisk billing department, and the Provider should retain supporting documentation for expenses.	7/29/2021
Added verbiage regarding the electronic submission of incidental requests, guidelines for persons-served and special conditions.	8/18/2021

The Quality Improvement Manager and Chief Executive Officer are responsible for all content in this policy.