

**441—23.3 (225C,84GA,SF2315) Application requirements.** All of the following requirements must be met for a county to be eligible for transition funds.

**23.3(1)** The application must be:

- a. Submitted using Form 470-5125, MHDS Transition Fund Application, prescribed by the department.
- b. Completed with all forms and information.
- c. Signed by the chairperson of the county board of supervisors, county auditor, and central point of coordination administrator.
- d. Verified independently by the county auditor.
- e. Delivered no later than 4:30 p.m. on November 1, 2012.

**23.3(2)** The application for transition funds must include the following current core county mental health and disability services information:

- a. County eligibility criteria for an individual to receive county mental health and disability services.
- b. A copy of the co-pay and sliding fee schedule as established in the county management plan.
- c. A complete list of fees and co-pays that the county charges for each service provided.
- d. The number of individuals who received non-Medicaid-funded services paid for by the county in state fiscal year 2012.
- e. The projected number of individuals who will receive non-Medicaid-funded services paid by the county in state fiscal year 2013, state fiscal year 2014, and state fiscal year 2015.

**23.3(3)** The application for transition funds shall include actual unaudited county financial information for state fiscal year 2012 and projected county financial information for state fiscal year 2013, state fiscal year 2014, and state fiscal year 2015 reported on a cash basis.

a. Financial information regarding available funds.

(1) Amount of funds carried forward from the previous state fiscal year excluding any amount received from the risk pool in state fiscal year 2012.

(2) Amount of county funding levied and how amount of county funding levied compares with the maximum amount authorized by law.

(3) Amount of state fiscal year 2012 risk pool funds awarded to the county listed by the state fiscal year in which risk pool funds were or will be used including an explanation of any amounts of state fiscal year 2012 risk pool funds that are projected to be returned.

(4) Amount of funding received in state fiscal year 2012 through the state payment program for non-Medicaid-funded services for individuals for whom legal settlement has not been determined, including this same amount for projected state fiscal year 2013, state fiscal year 2014, and state fiscal year 2015.

b. Financial information regarding expenditures.

(1) Amount for county administrative costs, excluding administrative costs of county-operated programs, determined using cost allocation methods consistent with principles contained in OMB Circular A-87.

(2) Total amount needed to pay for expenses due and owing that were incurred in previous state fiscal years, including, but not limited to:

1. County administrative costs.

2. Provider payments including the cost of services for county-operated programs and excluding any costs that subsidize county-operated programs.

3. State charges for the cost of services listed by the state fiscal year in which the charge was incurred:

- Including the county's portion of the nonfederal share of Medicaid.

- Including the county's share of mental health institutes and state resource centers minus credits.

- Excluding any state charges that will be forgiven consistent with 2012 Iowa Acts, Senate File 2315, section 27.

(3) Amount paid to private service providers for non-Medicaid-funded services.

(4) Amount paid for non-Medicaid-funded county-operated programs including an allocation of administrative costs for such services consistent with principles contained in OMB Circular A-87 and excluding any amounts to subsidize county-operated programs.

(5) Service expenditures reported in subparagraphs 23.3(3)“b”(3) and (4) above shall be divided into the following eligibility categories:

1. Individuals in the target population whose income is equal to or less than 150 percent of the federal poverty level.

2. Individuals in the target population whose income is greater than 150 percent of the federal poverty level.

3. Individuals with a disability other than the target population whose income is equal to or less than 150 percent of the federal poverty level.

4. Individuals with a disability other than the target population whose income is greater than 150 percent of the federal poverty level.

c. The county shall retain the county’s documentation information and materials used to complete the application for transition funding and shall have this documentation information and materials available for review by the department or its designee.

**23.3(4)** For a county to be considered for transition funds, it must submit a sustainability plan that includes projected expenditures for state fiscal year 2014 and state fiscal year 2015 and a justification for the projections including:

a. A description of the facts and assumptions used when estimating revenues and expenditures for state fiscal year 2013, state fiscal year 2014, and state fiscal year 2015.

b. Identification of key steps that will be taken to ensure that the level of current core county mental health and disability services continues beyond state fiscal year 2013.

c. An explanation of how the requested moneys will be used during the transition year to provide services in a manner that shall enable the county to continue to provide services at current levels in future years within the amount of funding the county has available.