

expenditures and the number of clients served in FY 2008, estimating the number of clients lead agencies believe they will serve in FY 2009 and the average costs during the budget period.

The local AC program administrator (director) of the lead agency must sign the completed ***Attachment B: Alternative Care Program Local Program Plan and Budget - FY 2009***, and submit it to DHS by July 31, 2008.

## **VI. LOCAL PROGRAMS PROVIDING AC DISCRETIONARY SERVICES OPTION**

Discretionary services allow lead agencies to address special or unmet needs of a client or family caregiver that are not otherwise defined in the AC service menu. These services may be used to improve access, choice and/or cost effectiveness of the AC program in order to address chronic care needs of the client and does not duplicate other funding streams. Discretionary services, as with other AC services, are necessary to delay or prevent nursing facility admission and are identified in the individual service plan. Up to 25% of a lead agency's annual base allocation may be used for discretionary services. Lead agencies who wish to use the discretionary services option must fill out ***Attachment E: AC Discretionary Services Application*** and submit it to the Department of Human Services in care of Susan Wenberg.

Lead agencies that have already been approved to administer AC discretionary services need to complete ***Part D: AC Discretionary Services*** of the budget worksheet. The agency must enter the amount of total estimated annual expenditures for this service category, not to exceed the cap amount. The designation of funds for AC discretionary services creates an upper payment limit within the MMIS for payment of lead agency service claims, but does not remove funds from the total allocation amount supporting payments for all AC services the agency provides.

## **VII. IMPORTANT DATES-FY 2009**

Local AC program administrators need to be aware of certain dates during the fiscal year that represent important timelines for managing the service provider payments within the local AC base allocation amount. These include:

July 31, 2008	Annual plan and budget due for FY 09
March 31, 2009	Final date of service; determines AC expenditure history to calculate the AC base allocation amount for FY10
June 1, 2009	Last date of payment; determines AC expenditure history to determine the AC base allocation amount in FY 10
June 6, 2009	Last date to submit a request for AC targeted funds in FY 09
June 18, 2009	Last date for electronic claim cut-off (11:59 p.m.) in AC FY 09
June 23, 2009	Last warrant payment in the AC FY 09
July 1, 2009	New fiscal year begins (unpaid or future provider claims will be deducted from FY 10 base allocation amount).