

REQUEST FOR CLARIFICATION/INTERPRETATION

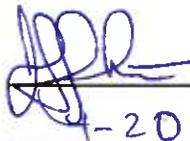
TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title: Suzn Gehring, Regional Manger
	Organizational Unit: DPHHS/DSD/DDP		Organizational Unit: DDP Region 3
	Address: HELENA, MT		Address: 2121 rosebud drive Billings, mt

1. TYPE OF REQUEST: Follow-up to Verbal Request Written Request

2. STATEMENT OF QUESTION OR ISSUE:

What is our policy on paying for services across fiscal years – for example if someone wants to buy an annual ymca membership from their goods and services category in may is that allowed or how should it be done?

3. ANSWER: If an individual wishes to buy a membership or an item that requires a contract which spans over multiple state fiscal years, the membership or contract should be paid from their Individual Cost Plan (ICP) based on the pro-rated amount for each fiscal year. For example, a 12 month membership begins in May 2010, the individual in services would pay for two-twelfths of the yearly amount out of the Fiscal year 2010 Individual Cost Plan (ICP) and the remainder ten-twelfths of the yearly amount would be paid out of the fiscal year 2011 Individual Cost Plan (ICP).


 Approved and Issued by:
 _____ (Program Director)
4-20-10 Date:

STATE USE ONLY	4: DISTRIBUTION:	5: FOLLOW-UP:
	One Copy: Requestor One Copy: Manual Coordinator One Copy: Division Files Additional Copies: <input type="checkbox"/>	<input type="checkbox"/> To be issued as Bulletin to: _____ (Division Administrator) Manual. Expected Date of Issuance: <input type="checkbox"/> A.R.M. Change <input type="checkbox"/> State Plan Change