SCOPE: Regional MR Commissioners
        County MH/MR Administrators
        County Base Service Unit Directors
        DPW Headquarters and Administration Deputies

PURPOSE:

To provide information regarding the Department's policy and
procedure on changing the number of slots and funding for community
residential programs specified in the primary allocation letters to the
County MH/MR Programs.

BACKGROUND:

The Mental Retardation Bulletin #99-81-29 entitled "Community
Residential Services Slot and Funding Adjustments" (effective May 28, 1981)
established policy and procedures for County MH/MR Programs to request
funding and slot changes after receiving their primary allocation letters.
At the time this bulletin was promulgated, the number of slots specified in
the allocation letter were expected to be the actual number funded with the
dollars allocated. Since the promulgation of this bulletin, the Department
has specified the number of slots in the allocation letter as a "minimum"
number to be funded with the dollars allocated. As a result of this change
and the combining of the CLA and Interim Care allocations into one
residential allocation category, as well as the recent statewide
implementation of the Family Living model, it is necessary to update and
replace the Mental Retardation Bulletin #99-81-29.

APPLICATION:

A County MH/MR Program does not need to request a slot change in
their primary allocation letter should they choose to fund more slots than
the "minimum" number specified in their allocation letter with the dollars
allocated. When a County MH/MR Program funds slots above the specified
minimum allocation, it is the County's responsibility to continue funding
those additional slots or discontinue funding for those additional slots as
necessary to ensure that the funds allocated in the primary allocation are
not exceeded or that additional funds are not required for annualization in
the subsequent fiscal year.

(CONTINUED)
A County MH/MR Program must request an adjustment to their primary allocation letter when additional community residential program funds are needed or when the "minimum" number of slots need to be reduced. Circumstances which may require an adjustment include, but are not limited to:

- transfer of funding responsibility from one County to another as a result of a change in client residency;
- a delay in the implementation or use of newly funded slots; and
- a decrease in the County's need for residential slots or a change in the level of funding necessary to maintain the residential slots allocated.

When requesting a change to the primary allocation letter, the County MH/MR Administrator must submit written justification for the change to the Regional Commissioner for Mental Retardation. The Regional Commissioner will, in turn, recommend approval or disapproval to the Deputy Secretary for Mental Retardation. Requests for changes should be made as early in the fiscal year as possible. The Office of Mental Retardation generally considers and makes changes to the County MH/MR Program's MR Residential Services Allocations (minimum number of slots and level of funding) in November and February of each fiscal year. The Department will notify the County MH/MR Program of the decision to approve or disapprove the County's request.

The Mental Retardation Bulletin #99-81-29 issued May 1, 1981 entitled "Community Residential Services Slot and Funding Adjustments" is deleted.