

DCF Budget Process

Role of the Children's Services Specialist (CSS) is to ensure that the budget negotiated between the DA and DCF is in line with funding guidelines and current rates. Then a formal letter is issued and kept on record for end of year budgeting.

1. DA sends CSS budget negotiated with local DCF to meet needs of a DS eligible child in DCF custody. Child cannot be living with bio/adoptive family or in conditional custody,
2. CSS reviews budget for alignment with current funding practices.
 - a. For example, funding limit on Clinical line, Community Supports and Employment supports are only available to folks older than 18 and out of school etc.
 - b. Review admin rate. If the budget begins within a new fiscal year the admin rate is 5%. If the budget begins at the start of the fiscal year the admin rate is the current agency rate.
 - c. Confirm the math is correct.
 - i. Daily rate is the total budget amount divided by 365
 - d. Save Here [1.Budgets](#)
3. Send to Joanne Herring for authorization for payment. Joanne.Herring@vermont.gov
 - a. Save Authorized Copy Here [2.Approved by Joanne](#)
4. Compose funding letter with client specific information.
 - a. Funding letter template: [..\DCF\FY 2023\DAIL-DCF Funding Letter Template.doc](#)
 - i. Updates needed
 1. DCF District Director Name
 2. DCF District Director Address
 3. Child's Name
 4. Effective Date and End Date
 5. Total Budget Amount
 6. Daily Rate
 7. DA/SSA name
 8. Daily Room and Board
 9. DA/SSA Contact at the bottom of the page
 - b. When finished save as PDF
 - i. Save PDF copy here: [3.Letters](#)
5. Open PDF version of funding letter. Attached budget sheet authorized by Joanne to this Letter as the second page.
6. Insert Signature
7. Save and send to DCF District director for approval. Copy agency contact.
8. Save signed letter. Send to Tammi Provencher who will send copy to Joanne Herring, Melanie D'Amico and DA/SSA contact.
 - a. Save letter here: [4. Signed Letters](#)