

Unified Service Plans

What are they: They are a budget, that blends services from 2 funding sources. You approve them, then send them to the business office and a copy of the approval back to the agency.

Where they come from:

You will receive an email from one of the agencies, with a budget worksheet, and the USP contract attached.

What you do with them:

1. When you receive a USP request from the agency, send the worksheet to Jennifer Garabedian at Jennifer.garabedian@state.vt.us to review. She will verify that the figures are correct for what the agency has listed as the CPCS funding. She will also let you know if the start date is possible, or if, due to ARIS billing, the start date needs to be adjusted.
2. Once you hear back from her, and she says things are ok, then complete the "USP FRAMEWORK" in the USP file (I'll send it to you). The framework is basically an approval sheet...you list what the services were before, what they are now, and the rationale.
3. Print the sheet, sign it (I sign near the start date) and scan it to yourself.
4. When you get it back in your email, name it, save it and send it to Joanne Herring at the business office, Jennifer Garabedian and the agency person who sent you the request with a message like " please see the attached approved USP".
5. I like to scan in the request, the budget sheet, and the approved USP into one doc and then save it in the USP file.