

REVENUE/TRUST AUTHORIZATION MAINTENANCE

Overview:

For the purpose of this manual, this section will address only those authorizations pertaining to board & care (B&C) and personal & incidental (P&I) expenses.

Regardless, if the regional center is designated as the representative payee or not, it is very important that the client's income be correctly reflected in the authorization. Failure to do so, could result in either an under or over supplemental claim. Normally, the allocation of the client's source of fund (SOF) for board and care should total the basic board and care amount as established by the Schedule of Maximum Allowances (SMA). Additionally, when the regional center is representative payee for the client's funds or approval has been granted to loan on behalf of the client, the resulting authorization is a very integral part of the revenue/trust process. Without a correct receivable, cash receipts and/or invoicing could be adversely affected.

In general, authorizations are the result of an approved funding request for service as determined during the client's review (annual, biennial or triennial). The authorization document informs the client and/or parent; provider; and case manager of specific information such as the unit of service, the rate per unit, approved service period, client income, etc.

Usually, board and care authorizations will reflect both a client income amount and a POS (supplemental) amount. The only exception would be an instance when the client is not eligible for any benefits. Depending on regional center policy and the rep-payee code, the client amount could either be paid in arrears or advance by the regional center or directly by the a 3rd party payee to the facility without regional center involvement. The POS amount is always paid in arrears by the regional center and becomes a part of the State Claim.

Personal and incidental authorizations will usually reflect only the client income amount. Situations such as when the client is ineligible for benefits would be an instance when this expense would be a POS amount and become a part of the State Claim.

REVENUE/TRUST AUTHORIZATION MAINTENANCE

Menu Options:

1. Enter/Update Authorizations

Allows authorizations to be created or modified based upon regional center policy and guidelines. Procedure consists of entering appropriate data into the control header, service rate header and, if needed, proration for detail months.

Depending on regional center policy, a single authorization could reflect both board & care and personal & incidental portions. This is accomplished by having two service headers under one authorization control record. An alternative is to have a separate authorization for B&C and another for P&I.

2. Authorization Edit

Validates the authorization data entered with the Client Master, Trust Master, SOF file, Vendor Master and Service Rate Table.

3. Posting Register

Encumbers the POS portion of the authorization. Does not create any journal entries. May be viewed as anticipated expenditures.

4. Generate Authorization Document

Prints authorization for all transactions that passed edit and were posted.

5. Maintain Non-Fiscal Information

This menu option allows the regional center to update non-fiscal data on an existing authorization without having to go through the usual authorization maintenance (Enter/Update) procedure. Time is saved by not having to disencumber, edit and post these non-fiscal changes.

6. Maintain Authorization Comments

This menu option is similar to option #5 above except that instead of non-fiscal data, authorization comments can be added or modified.

**REVENUE/TRUST
AUTHORIZATION MAINTENANCE**

3/11/99
13:40:43

Authorization Entry

TERRY
SAC400

Please enter your initials:

Which year do you want to process?

C=Current
P=Prior
2=2nd Prior

F3=Exit

**REVENUE/TRUST
AUTHORIZATION MAINTENANCE**

3/11/99
13:42:10

Authorization Entry

TERRY
SAC400

| | | | | | | | |
|-----------|--------------|-----------------------|----------------|---------|-----|------|-----|
| Client ID | 9000001 | Authorization # | 00000000 | | | | |
| | CONSUMER ONE | | DOB: 2/19/1999 | | | | |
| C Auth # | Vendor | | Start | End | Pst | Rnwl | Prt |
| 01135131 | H00001 | VENDOR #1 RESIDENTIAL | 7/01/00 | 6/30/01 | Y | N | N |
| 01135132 | H00001 | VENDOR #1 RESIDENTIAL | 7/01/00 | 6/30/01 | Y | N | N |

Bottom

F2=Toggle Summary/Detail

F3=Exit

F6=Add Authorization

