Attachment F

COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP)
STATE CLAIMS PROCESSING and RECONCILIATION PROTOCOL

An integral part of the Community Resource Development Plan is the reconciliation of CRDP claims with the State Claim File (SCF) of the Uniform Fiscal System (UFS) and monitoring the regional center's (RC) use of approved Purchase of Services (POS) and Operations (OPS) allocated CRDP funding. This is accomplished by extracting CRDP claims data from SCFs submitted by the RC, comparing that data with the paper claims submitted by the RC, and reconciling the total claims against the RC's allocations and approvals. The monitoring and review process for CRDP claims ensures that funds approved and allocated for CRDP are expended for the purposes intended, as required by Welfare and Institutions Code (WIC) section 4418.25(e), the RC's contract with the Department of Developmental Services (DDS), and DDS' CRDP Guidelines.

The following is the established CRDP Claim Protocol:

I. RC CRDP CLAIMS

A. DDS now requires the RC to identify each individual CRDP Start-Up project for which it submits a claim for CRDP expenditures through UFS. To do this, the RC enters CRDP Start-Up project identification number into the existing service sub-code field.

B. Enter the code in the following format: 2-digit from ending FY, Dash (-), project number

a. EX) For Project Number RC-2627-1, the RC will enter 27-1

b. EX) For Project Number RC-2627-10, the RC will enter 27-10

C. Use the Regional Center Claims Reimbursement Summary [Attachment G].

D. Enter claim amount per OPERATIONS (OPS) and/or PURCHASE OF SERVICE (POS) category by the following CRDP Claims program codes (PC) and service codes (SC):

1. OPS Program Codes

a) PC 01 – Regular

b) PC 03 – Developmental Center (DC) Closure/Ongoing Workload

2. POS Program Codes and Service Codes

a) CRDP Start-up POS
PC 18 and SC 999

b) Assessment POS
PC 01 and SC 056, 780, 785

c) Placement POS
PC 01 and any SC except 056, 780, 785, 999

E. Monitor amount expended based on approved allocated amount.

F. Submit all claims, by May 1st of the third fiscal year (date may vary)

G. Submit claims as timely as possible, and no later than May 1st of any fiscal year.

H. Work with DDS to reconcile discrepancies between SCF data and paper claims submitted by the RC.

I. Contact the Community Development Division if there are questions regarding claims that need reconciliation.

J. Make appropriate corrections or updates to UFS and/or paper claims as timely as possible.

II. PROCESSING CRDP CLAIMS

Once claims are verified and reconciled with the approved CRDP and its associated allocations, the claims will be signed by the DDS Fiscal Support Section's Liaison and returned to DDS' Accounting Section for processing.

III. DDS' RESPONSIBILITIES

A. Provide claims template to RCs.

B. Provide technical support to RCs.

C. Build and maintain a CRDP claims log for approved/allocated CRDP funds, UFS submissions, and paper claims.

D. Work with RCs to reconcile discrepancies between SCF data and paper claims submitted by the RC.

E. The Community Development Division will review claims to ensure expenses and claims are in line with approved funding amounts and intended purposes and will work with RCs to reconcile UFS and paper claims as needed.

IV. DDS TECHNICAL SUPPORT

For technical assistance, RCs may contact the Application Support Team, at (916) 653-3329, or the Community Development Division at (916) 654-1956.

V. ADJUSTING CLAIMS

Instruction from the Application Support Team:

A. OPS

The RC can make adjustments using manual journal entries and manual state claims – the general ledger (GL) and the state claim should always be in sync when the final claim is generated. The only time the GL and state claim should not be in balance is if there has been a correction to a prior month out of balance situation. In this case, the year-to-date figures should be correct.

B. POS

1. The RC should make their adjustments through prepaid invoices – the GL and state claim should always be in balance. If the RC has a system error – it is possible that a manual journal entry or manual state claim would need to be entered to fix something that is out of balance.

2. Some RCs have used manual journal entries and manual claims for corrections, but DDS recommends against this as it does not create an audit trail. If this method is used, the GL and the state claim should always be in balance and the RC should certainly never claim an amount that is not supported by the claim report.