ATTACHMENT G

ADDRESSING THE MOST COMMON BUDGET PROBLEMS

1. **Incomplete documentation.** Refer to the CHDP Program Letters for instructions that replace PFG **for that state fiscal year**. Ensure that all documentation is in the package prior to electronic submission. If there are questions about the requirements, contact via e-mail at DHCSSCDAdmin@dhcs.ca.gov

2. **Total State Funds budgeted must not exceed the State fund allocation.** If additional funds are required, contact via email at DHCSSCDAdmin@dhcs.ca.gov. Include the amount of funds and the rationale for the additional funds.

3. **State funds allocated are matchable up to 75 percent federal funding.** Some activities by SPMP staff do not qualify for enhanced funding; therefore, budget totals will not reflect the total allocation provided in the allocation tables.

4. **For HCPFCF PMM&O, non-enhanced activities must not exceed 10%.**

5. **Reasonable % or FTE of Supervising PHNs (SPHNs).** Per CHDP Program Letter No. 03-15, the SPHN to PHN ratio is 1:10. If SPHNs are working as PHNs, the job description should clearly state the percent of time the SPHN will be doing PHN activities and a notation should be made on the budget justification narrative.

6. **Reasonable training amounts.** Training expenses for SPMP staff should be reasonable. If a large dollar amount is budgeted, the budget narrative should contain an explanation, such as the name of the specific training(s) to justify the excessive amount. A general expenditure amount for training would be $1,000 up to $1,500 for a PHN. More than $1,500 requires a clear justification and is not guaranteed to be accepted by SCD.

7. **Training funds are for incumbents named in the budget only.**

8. **Incumbent name and time listed.** The percentage of time listed on the incumbent list for each incumbent must match the incumbent and time listed on the budget worksheet. A Full Time Equivalent (FTE) cannot exceed 100% or 1.0 FTE.

9. **Civil service classification statements.** Per CHDP Program Letter No. 03-15, if there are changes to duty statements from the previous year, or if civil service classification statements from the prior year have changed or are newly established, they must be submitted with the budget. If the DHCS SCD has not previously accepted the county's PMM&O plan and budget, a civil service classification statement is required for incumbents listed. These statements reassure the new positions meet civil service requirements.

10. **Clear job descriptions.** Incumbents should have **one job description** that encompasses their entire job duties regardless of the position's funding.

11. **HCPCFC Administrative Budgets (no county/city match) are limited to PHNs and SPHNs who meet the federal definition of Skilled Professional Medical Personnel (SPMP)** (CHDP Program Letter No. 03-15 and Welfare and Institutions Code 16501.3(d))