



**DEPARTMENT OF MENTAL HEALTH  
POLICY/PROCEDURE**

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<b>NOTIFICATION OF ALLOCATIONS</b>	<b>800.01</b>	<b>10/01/1989</b>	<b>1 of 2</b>
APPROVED BY: <b>Original signed by: ROBERTO QUIROZ</b>  Director	SUPERSEDES <b>400.1</b> <b>10/01/1989</b>	ORIGINAL ISSUE DATE <b>03/22/1988</b>	DISTRIBUTION LEVEL(S) <b>1</b>

**PURPOSE**

- 1.1 To document the amount and categorical funding source of State and County general funds that are allocated to each control center.

**BACKGROUND**

- 2.1 The Department of Mental Health (DMH) provides State and County general funds, Federal Block Grant funds, and Federal Financial Participation (FFP) funds for both direct operations and private contract providers. These funds must be identified by fund source and correctly reported in both the County budget and State Cost Reporting/Data Collection (CR/DC) budget to (1) ensure that funds are available as required in the County Short-Doyle Plan contract language for State Reimbursement, and (2) to enable disbursement of cash by the Auditor-Controller.
- 2.2 When the Board approves the County budget, an appropriation is authorized for contracts in total and County operations in total. The total of all individual contracts cannot exceed the “contracts in total” figure as the Auditor-Controller ceases payments when the specific Board approved expenditure line item in question is exceeded. For the same reason, County operations also cannot exceed their total appropriation.

**POLICY**

- 3.1 Any commitment entered into by the DMH of either directly operated or contract-operated programs cannot be greater than either the funds appropriated in the County budget or budgeted in the State budget for the expenditure commitment. The Budget Services Division has responsibility for development of the County and State budgets, and for the communication of all County, Federal, and State allocations included therein.



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3.2 Therefore, all proposed expenditure commitments must be coordinated through and with that Division. This includes all directly operated as well as contract providers. Procedures for the structure and coordination of this expenditure and revenue data with the Budget Services Division are established herein.

**PROCEDURE**

4.1 The DMH shall implement, as instructed by the Chief Administrative Office (CAO), “Program Budgeting” for County budgeting purposes. The “Program Budgeting” detail shall be the State CR/DC budget program detail.

4.2 The Budget Services Division shall issue an “Approved Funding” worksheet. The worksheet is considered a:

4.2.1 “Planning Estimate, Approved Funding” when it reflects the amounts included in the Proposed DMH County Budget. This “Planning Estimate” shall be issued by the Budget Services Division within 30 calendar days from the date the proposed County Budget is submitted to the CAO.

4.2.2 “Final Allocation, Approved Funding” when the Proposed County Budget is approved by the Board. This “Final Allocation” shall be issued by the Budget Services Division within 15 calendar days from the date the Executive Staff finalizes and publishes the implementation plans, as approved by the Board in the County Budget approval.

4.2.3 “Final Allocation, Approved Funding Revision xx” when mid-year changes take place.

**AUTHORITY**

CR/DC Budget Guidelines