
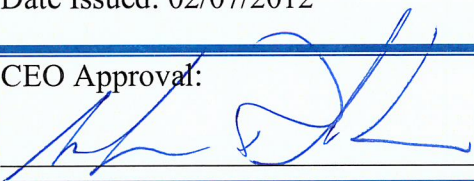
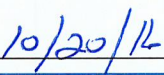


Policy Title: Subcontractor Match		
Date Issued: 02/07/2012	Revised Date: 02/24/2016 Review Date: 02/24/2016	
CEO Approval: 	Effective Date: 	

POLICY:

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to ensure that Subcontractors comply with local match requirements outlined in 65E-14.005 F.A.C.

RELATED POLICIES:

- Accounting Policies and Procedures
- Subcontractor Compliance and Performance Improvement

PURPOSE:

The purpose of this policy is to establish guidelines to ensure Subcontractor compliance with local match requirements.

PROCEDURE:

All Subcontractors are responsible for complying with stipulations in the Master Contract between CFCHS and the Department of Children and Families (DCF), and local match requirements outlined in 65E-14.005 F.A.C.

1. With each new contract or amendment requiring funding adjustment the CFCHS Contract Manager utilizes the *Local Match Template Form* to calculate the local match amount. This amount is then included into the contract or amendment.
2. CFCHS requires each Subcontractor to submit a local match plan, utilizing 65E-15.005 F.A.C. as a guideline, within 30 days of contract execution and July 30 annually thereafter. When applicable, a revised local match plan must be submitted within 30 days of an executed amendment.
3. The CFCHS Contract Manager will verify that this plan meets 65E-15.005 F.A.C. requirements and reconcile to the executed contract or amendment.
4. On a quarterly basis, the Subcontractor will submit to their CFCHS Contract Manager actual local match amounts as it correlates to the submitted local match plan.

CFCHS Contract Manger will monitor compliance and could enact the Compliance and Performance Improvement process, which may require a corrective action plan.