



Policy Title: Subcontractor Match		
Department: Contracts		
Date Issued: 02/07/2012	Revised Date: 05/16/2021 Review Date: 05/16/2021	
CEO Approval: 	Effective Date: __10/15/2021__	

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 and Financial Policies and Procedure Manual
- Subcontractor Compliance and Performance Improvement

PURPOSE:

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

PROCEDURES:

All Subcontractors are responsible for complying with stipulations in the GHME1 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, CFCHS Contract Manager will utilize the Local Match Template Form to calculate the local match amount. This amount is then included in the contract or amendment.
2. CFCHS requires within 30 days of contract execution that each Subcontractor complete and submit *DCF Template 9 – Local Match Calculation Form* to include projected local match plan utilizing 65E-15.005 F.A.C. as a guideline.
3. CFCHS requires that no later than July 30th of each year of the contract period the Subcontractor submit and complete *DCF Template 9 – Local Match Calculation Form* to include actual local match plan.
4. When applicable, a revised Local Match Calculation Form must be submitted within 30 days of an executed amendment.
5. 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.

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