
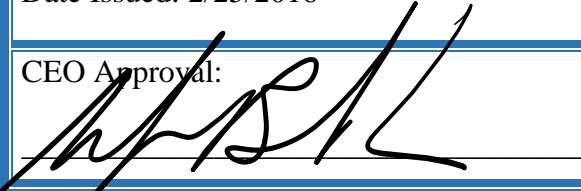


Policy Title: Incidental Expense Pre-Authorization		
Department: Compliance		
Date Issued: 2/25/2016	Revised Date: 12/7/2021 Review Date: 12/7/2021	
CEO Approval: 	Effective Date: _____12/22/2021_____	

POLICY:

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to review and pre-authorize incidental expenses of \$500.00 or more for procedure codes outlined in Exhibit E of the Subcontractor’s contract.

RELATED POLICIES: None

REFERENCE: Guidance 29 Transitional Voucher

PURPOSE:

To describe the authorization process for incidental expenses requiring pre-authorization.

PROCEDURES:

1. Subcontractors will fill out the “Incidental/Residential Pre-Authorization Request Form” available on the CFCHS website <http://centralfloridacares.org/cfchs-pre-authorization-form/>
The system will notify the CFCHS employee responsible for authorizing the request type.
2. Upon receipt of a completed Incidental/Residential Pre-Authorization Request Form, the designated CFCHS employee will review the Incidental/Residential Pre-Authorization Request Form for approval. All incomplete Incidental/Residential Pre-Authorization Forms will be returned to the Subcontractor for completion and resubmission. Requests submitted with dates for prior months will not be approved. CFCHS will approve up to (3) three months in advance for housing costs.
3. Within five (5) business days, the designated CFCHS employee will send the Subcontractor, via secured e-mail, a copy of the signed Pre-Authorization Form.
4. A copy of the authorized approval is saved to the designated folder located on the OneDrive under Cognito Forms/Pre-Auth.
5. CFCHS Compliance Department will conduct a monthly review of the authorized incidentals to ensure invoice validation and contractual compliance, or if there are any missing preauthorization forms for cost reimbursement.
6. The Compliance Department will notify Subcontractors when an individual is approaching the maximum funded period (12 months) for transitional vouchers and will seek authorization from the Regional SAMH Director for requests to extend funding. If the requests are not authorized, CFCHS will encourage network Subcontractors to utilize other funding sources available.