



Policy Title: Incidental Expense Pre-Authorization		
Department: Compliance		
Date Issued: 2/25/2016	Revised Date: 05/11/2024 Review Date: 05/11/2024	
CEO Approval: 	Effective Date: 9/22/2024	

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 dollars.

RELATED POLICIES: None

REFERENCES:

- 65E-14 Florida Administrative Code
- Florida Department of Children and Families Guidance 29 Transitional Voucher

PURPOSE:

To describe the requirements for the pre-authorization process when utilizing incidental expenditures of \$500.00 or more dollars, this includes all sources of funding with specific requirements related to transitional voucher funding.

PROCEDURES:

1. For any one-time incidental expense of \$500.00 or more dollars, Subcontractors will be required to submit a pre-authorization form to include the incidental procedure code. Definitions of these codes are posted on CFCHS website, [Reference C-2 HIPAA APPROVED PROCEDURE CODES & ITS DESCRIPTION \(centralfloridacares.org\)](http://centralfloridacares.org). The “Incidental/Residential Pre-Authorization Request Form” is available on the CFCHS website at <http://centralfloridacares.org/cfchs-pre-authorization-form/>, and should be submitted prior to the expense being incurred. CFCHS **does not pay for expenditures that are not preauthorized** using this process.
2. Within five (5) days of receipt of the form, the designated CFCHS employee will review the request for authorization. If all the required information is not included a revised form will need to be resubmitted. Once a complete form is submitted, the CFCHS employee will re-review the request and follow-up as needed with any additional questions. Possible reasons for denying a request, include but not limited to:
 - Payment request includes months prior to the request.
 - Payment request for personal computer purchases.
 - Payment request does not include all required information (i.e. incidental procedure code, supervisors’ signature, primary diagnosis, sufficient rationale for the request, etc.).

3. Once approved the Subcontractor will receive, via secure e-mail, a copy of the signed Pre-Authorization Form.
4. CFCHS will keep an electronic copy of the authorization on file for auditing and quality review process. As part of the auditing and quality review process, CFCHS Compliance Department:
 - Conducts reviews of the authorized incidentals to ensure contractual compliance. This review includes comparing pre-authorization amounts to data submitted to cfchsdata.org as well as for any one-time expense of \$500.00 or more that a pre-authorization was submitted. If the review includes findings of non-compliance the CFCHS Contract Manager will be notified to inform the Subcontractor. This process may include a deduction of the Subcontractor monthly invoice.
 - For incidentals that are reimbursed through transitional voucher funding, the Compliance Department will notify Subcontractors when an individual is approaching the maximum allowable 12-month period. When necessary, the Compliance Department will assist in seeking authorization for extended use of funding from the Florida Department of Children and Families Regional SAMH Director. If the request is not authorized, CFCHS will encourage network Subcontractors to utilize other funding sources available.

The approval of incidental expenses is generated, and documented, in accordance with the process established by CFCHS. Each Subcontractor should maintain a written policy and process outlining the regulations and guidelines for the use of incidental funds within their organization. CFCHS requires the following elements be included in Subcontractor's policy and procedure for the use of one-time incidental expense of \$500.00 or more dollars.

- Incidental funds are applicable for CFCHS funded persons served.
- Incidental funds are for expenses described in 65E-14 Florida Administrative Code (F.A.C). Incidental funds should be used to support and/or remove barriers for individuals served.
- Incidental funds are for use in the continuation of treatment and community stabilization when no other resources are available or exhausted.
- One-time incidental expense of \$500.00 or more dollars requires submission of a CFCHS Pre Authorization Form. Exception FACT, Psychotropic and Medication Assisted Treatment (MAT) medications.
- Accurate recordkeeping of the costs incurred, and expenditure receipts are to be noted and filed within the person served service record.
- Supervisor approval and signature required.
- Subcontractors are responsible for monitoring utilization of funds.
- Outline of procedures addressing how the agency intends to use incidental funds for housing assistance and how refundable security deposits are documented and managed.
- Outline of process for cost reimbursement of expenses via approved vendors along with verification of payment for validation of billing to CFCHS.
- CFCHS funds are not to be used as incentives or gifts.
- Incidentals for recovery housing utilizing State Opioid Response (SOR) funds, can only be used on approved Florida Association of Recovery Residences (FARR) certified homes or Oxford Homes.

If Subcontractor receives Transitional Voucher funding the policy and procedure should include requirements per the Florida Department of Children and Families Guidance Document 29. Which includes:

- Provide Care Coordination services to coordinate services with other providers and organizations to ensure participants' needs are addressed at any given time.
- Utilize the SSI/SSDI Outreach, Access, and Recovery (SOAR) model to assist project participants in applying for Social Security (SSI/SSDI) benefits.
- Transitional Vouchers funding is for a maximum of 12 months from first use.
- Subcontractors are responsible for locating other non-SAMH payor sources for services or support prior to using Transitional Voucher funds.