



# MENTAL HEALTH BULLETIN

COMMONWEALTH OF PENNSYLVANIA \* DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE

10/21/91

EFFECTIVE DATE

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NUMBER

OMH-91-13

SUBJECT

Mental Health/Mental Retardation  
Annual Income and Expenditure  
Reports

Certification and Appeal Process

BY:

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BY:

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## **SCOPE:**

County Mental Health/Mental Retardation Administrators  
County Commissioners  
Mental Health Area Directors  
Mental Retardation Program Managers

## **PURPOSE:**

To update information on submission of the Mental Health/Mental Retardation Annual Income and Expenditure Reports and the process for appealing exceptions to the certification of the expenditure reports.

### **Report Submission:**

In accordance with the Pennsylvania Code, Title 55, Chapter 4300, County Mental Health and Mental Retardation Fiscal Regulations, Section 4300.133(d), by September 15, the Annual Income and Expenditure reports for the preceding year must be submitted to the Department of Public Welfare by each county or county/joiner program. This submission must be as directed in the Standing Instructions for the Annual Income and Expenditure Reports, County Mental Health and Mental Retardation Program, as identified in the sections "Submission Chart and Distribution of Copies" and "Addresses."

### **County Appeal of Exceptions to the Certification of Expenditure Reports**

Past experience indicates that certification of some reports by the Bureau of Financial Operations may be contingent upon changes, corrections, or adjustments to reports. Counties may be contacted by Bureau of Financial Operations staff for informal resolution of problems which surface during the review process. If extensive changes are necessary, reports will be returned to the counties/joiners for further action. No changes will be accepted unless requested by Bureau of Financial Operations staff.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:  
Kathleen M. Deans, Bureau of Financial Operations, P.O. Box 2675, Third Floor,  
Bertolino Building, Harrisburg, PA, 17105, (717) 787-3761**

County/joinder programs will be notified in writing by the Bureau of Financial Operations when the reports have been certified. If certification of the report includes exceptions (e.g., corrections, changes, audit adjustments, or disallowances), the county/joinder will be so informed in the letter of certification. Payments will be adjusted as necessary to reflect the certified carryover.

If the county MH/MR program disagrees with the exceptions, it may appeal as follows:

- (1) Within fifteen working days of the mailing date of the written notification, the county shall write to the Director, Bureau of Financial Operations, P.O. Box 2675, Harrisburg, Pa. 17105. The county shall explain the reasons for the appeal and cite specific issues with which it disagrees. The appeal shall present detailed supporting evidence. Justification based upon regulations, bulletins, policy statements, or law shall include references to the applicable published sources. If justification is based on other considerations such as formal agreements, copies of relevant correspondence and documents shall be included.
- (2) On the basis of the Department's decision, adjustments or revisions will be made to the expenditure report, as necessary. If the Department upholds the appeal, the carryover and payments will be adjusted accordingly.
- (3) If the county/joinder disagrees with the Department's decision, the county may request a hearing pursuant to Administrative Agency Law (2 PA. C.S. 501 et seq.). A request for a hearing must be submitted in writing to the Director, Office of Hearings and Appeals, P.O. Box 2675, Harrisburg, Pa. 17105, within 30 days of the receipt of the Department's reply to the county's appeal.