



**MENTAL HEALTH AND SUBSTANCE  
ABUSE SERVICES BULLETIN  
MENTAL RETARDATION BULLETIN**

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE  
**June 18, 1999**

EFFECTIVE DATE  
**July 1, 1998**

NUMBER  
**OMHSAS-99-05**

SUBJECT: **Maximum Rates of State Participation for the County Mental Health Programs/Mental Retardation Programs**

BY:  
  
Deputy Secretary for Mental Health and Substance Abuse Services

BY:  
  
Deputy Secretary for Mental Retardation

**SCOPE:** County MH/MR Programs  
MH/MR Area Directors

**PURPOSE:**

To announce new maximum rates of state participation for the County Mental Health/Mental Retardation Program in accordance with the Pennsylvania Code, Title 55, Chapter 4300, County Mental Health and Mental Retardation Fiscal Manual. These rates of reimbursement shall apply to advisory committee and board members, as required in Sections 4300.47 and 4300.85.

The following maximum rates of reimbursement for the County Mental Health/Mental Retardation Program will be effective for the period July 1, 1998, until the next release of this Bulletin has been issued.

This Bulletin replaces OMHSAS Bulletin OMHSAS-99-04, issued May 18, 1999, and titled "Maximum Rates of State Participation for the County Mental Health Programs/Mental Retardation Programs."

**Lodging**

The Department will participate in travel expenses for the purpose of conducting official business of the county program. Departmental participation for lodging will be at the prevailing county rate in accordance with Sections 4300.51(a) and (b).

Further, the Department will participate in travel expenses for the purpose of conducting official business of programs operated under contract with the county. Departmental participation for lodging will be at the prevailing county rate in accordance with Sections 4300.90(a) and (c).

**Subsistence**

For employees conducting official business of the county program, the Department will participate in a subsistence allowance for meals and personal expenses of employees on travel status. The subsistence allowance covers expenses not specifically provided for elsewhere in connection with lodging and transportation. The rate of participation will be at the prevailing county rate but may not

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exceed the rate paid by the Commonwealth to its employees. The current Commonwealth rate is \$28 for reimbursement for meals and other subsistence expenses which includes tips, for each 24-hour period spent in a continuous overnight travel status.

The 24-hour period will begin at any time of day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. This allowance covers all meals and subsistence expenses not specifically provided for elsewhere.

Further, the Department will participate in subsistence costs incurred for the purpose of conducting official business of programs operated under contract with the county. Departmental participation for subsistence will be at the prevailing county rate in accordance with Sections 4300.90(a) and (d).

Overnight travel not part of a full 24-hour period will be divided into six-hour periods. An employee on overnight travel status under these conditions may be eligible for an allowance of \$7 for half or more of each six-hour period (for example, for less than three hours, no allowance will be made, between three and six hours, a \$7 allowance may be made). Reimbursement at this rate shall not exceed the full day maximum of \$28 for state participation.

The Department will participate in expenses for breakfast, luncheon, and dinner meetings attended in connection with official duties and which are not reimbursed in accordance with other provisions of the regulations. Maximum Departmental reimbursement for Advisory Committee/Board Members and Employees is as follows:

Breakfast	\$6.00
Lunch	\$6.00
Dinner	\$16.00

### **Mileage**

For employees conducting official business of the county program, the Department will participate in a mileage allowance to reimburse employees for the use of personal automobiles in accordance with Sections 4300.51(a) and (f); however, a county automobile should be utilized whenever possible. Reimbursement will be at the prevailing county rate but may not exceed the rate paid by the Commonwealth to its employees. **Effective July 1, 1996, the reimbursement paid by the Commonwealth to its employees was \$.31 per mile. Effective October 8, 1998, the reimbursement paid by the Commonwealth to its employees was increased to \$.325 per mile. Effective April 1, 1999, the mileage rate reverted back to \$.31 based upon changes in the federal rate.**

Further, the Department will participate in mileage costs incurred for the purpose of conducting official business of programs operated under contract with the county. Mileage reimbursement for use of personal vehicles and motor vehicle pools may not exceed the Internal Revenue Service allowance for business deductions for mileage in accordance with Sections 4300.90(a) and (b).

### **Maximum Percentage Rate for Employee Benefits**

The method for determining the rate of state participation for employee benefits is a percentage rate of the total cost of salaries as allowed by the approved County Compensation Plan.

The percentage rate to be applied in determining the maximum benefit cost is 35.49 percent. The Department will participate in the cost of employee benefits as cited in Sections 4300.44(c) and 4300.83(d).

### **Obsolete Material**

OMHSAS Bulletin OMHSAS-99-04, issued May 18, 1999, and titled "Maximum Rates of State Participation for the County Mental Health Programs/Mental Retardation Programs."