

<b>ADAMHS BOARD FOR MONTGOMERY COUNTY</b>	<b>BP # 116</b>	
<b>TITLE</b> CONTRACT AGENCY REVISIONS	<b>SUBJECT BOARD</b>	
	<b>EFFECTIVE DATE</b> 08/01/2006	<b>SUPERSEDES DATE :</b> 3/23/88

Purpose:

To establish the Board policy regarding agencies' contract revisions.

Scope:

ADAMHS Board staff and Contract Agencies

Policy Statement:

It shall be the policy of the ADAMHS Board for Montgomery County that contract agencies shall be held accountable for providing services projected in their approved Application For Funding for each contract year. Agencies may, at their discretion, adjust program, personnel and/or budget in response to fluctuations in demand for service or changes in personnel or resources. These adjustments may be made provided;

1. The agency's mix of services remains substantially consistent with the contracted Application; and
2. Overall total contracted service FTE's remains unchanged.

Procedure:

When a contract agency anticipates or is notified of a substantial change (e.g., gain or loss of major revenue source and/or major expense), it must notify the ADAMHS Board within seven working days and establish a timetable for submitting a modified Application For Funding for review and consideration by the ADAMHS Board staff.