

To: DHS Youth/Health Transitions Grantees

Date: June 15, 2007

END OF GRANT CONTRACT

INVOICE GUIDANCE

Because we are entering into new contracts (vs. amending existing contracts) it is important that we close out the current contracts consistently and appropriately. Our desire is to reimburse you for your agency's effort towards the achievement of milestones with youth in your program through June 30, 2007. However, once the new contracts begin we will limit reimbursement to milestone achievement that occurred under the new definitions and within the term of the new contract.

Q1. At the end of the contract period, can agencies receive partial reimbursement if a youth has sustained partial housing or employment stability?

A1. Yes, if the contract ends before 6 months of sustained housing or 3 months of sustained employment are achieved, then the agency will be paid on a pro rata basis. For example, if a youth has sustained 4 months of housing by June 30, 2007, the agency can be reimbursed pro rata for those 4 months, instead of the full reimbursement after 6 months. However, with the start of the new contract agencies will need to start over with those milestones.

Regarding the employment milestone, if a youth has sustained 1 month of employment by June 30, 2007, the agency can be reimbursed pro rata for that 1 month, instead of the full reimbursement after 3 months. However, the agency will not be reimbursed for the remaining 2 months into the next contract period. Instead, an agency could be reimbursed for the full milestone amount once the youth attains 3 months of sustained employment in the new contract period.

Q2. Is there a pro rata payment available for partial completion of the independent living skills group training?

A2. Yes, we ask that you apply the same methodology of calculating the pro rata payment as was developed for the new contracts. In other words, simply divide your current reimbursement for ILS training by 10 and multiply that amount times the number of ILS sessions any given youth has completed prior to June 30, 2007.

Q3. What will happen if an agency has received an advance for rental assistance but by the end of the contract period has not submitted invoices to cover the full amount of the advance?

A3. As is the case with the majority of DHS grant contracts, unspent funds that were provided to the grantee as an advance will be deducted from the fourth quarter request for reimbursement. If the unspent advance balance money is greater than the fourth quarter billing request, the grantee will be required to remit excess funds to the State no later than July 31, 2007. (See clause II. B. 1. of current contracts for further information, if needed).

Because we understand that there are a myriad of different scenarios that may not be answered with this guidance, we encourage you to contact us if you have remaining questions regarding the final billing for the current contracts.