SLIDE #1

Thank you for your interest in becoming a network provider to support individuals and families who have intellectual and developmental disabilities. This session will give you an overview of the basics for submitting acceptable budget documents as part of your application packet.

SLIDE #2

The operating budget submission is a forecast of the income and expenditures you anticipate incurring in your first one to two years of business operations. Your budget should demonstrate your thorough business understanding of the income and expenses associated with providing services. Your budget submission should be detailed, thorough, and should contain all elements of a business operations budget. DDDS will not accept summary budgets in place of detailed budgets.

SLIDE #3

Each service in your provider application must have its own individual budget. You may choose to include a consolidated budget for all services combined. However, if you do not submit a budget for each service, DDDS could reject your application.

SLIDE #4

All budgets should have an income section and an expenditure section. The income should be based upon an estimated authorization of service units and the DDDS approved provider rate, which can be found on the DDDS website. Your expense section should reflect all items required to operate your business.

The following slides provide some tips for a successful submission.

SLIDE #5

Include a brief narrative or explanation of the budget assumptions you have made in preparing your budget. Examples of assumptions include: the # of people you will serve, the services you will provide, when you will start services, your staffing pattern adjustments as you add participants, and funding for your various phases of start-up to full implementation.

SLIDE #6

Include details in your revenue calculation that justify your budget. You should include such data as # of individuals served, # of support hours, DDDS rate, and other data points you used in your calculations.

SLIDE #7

Include all expenditures associated with HCBS waiver compliance and waiver business requirements.

Include details or subcategories in your budget, for example

* Personnel costs should have a detailed breakout of wages, taxes, benefits, and other costs associated with employees
* Training costs for various staff categories
* Insurance costs should be broken out by coverage
* Residential service provider budgets should have detailed expenditures associated with the operation of the residential site
* Day service provider budgets should have detailed expenditures associated with the operation of day programs

SLIDE #8

A successful budget submission demonstrates an understanding of how a provider generates income and the expenditures associated with being an HCBS compliant provider.