

**Infant & Toddler Connection of Virginia
Guidelines for Local Part C Budgets SFY 2006**

SYSTEM OPERATIONS

Administration- The amount allocated for the fiscal administration of the Part C Contract should be limited to those costs assessed by the local fiscal agent/intermediary to directly administer and manage the local Part C allocation.

- The total amount budgeted for administration is expected to be 3% or less of the local system's Part C allocation.

System Management- The amount allocated may include the salary and benefits for the Local Part C System Manager and costs associated with the Local Part C System Manager.

- Costs associated with the Local Part C System Manager may include clerical support, supplies, copying, etc.

Data Collection- The amount allocated may include computer costs associated with 2.1.1d of the SFY 2006 Local Contract for Continuing Participation in Part C.

- 2.1.1.d Make available Part C funds to ensure access to and maintenance for all necessary resources in accordance with DMHMRSAS requirements to ensure: a) communication with the state office (e.g. email and internet access); b) the completion of all necessary written activities for compliance with this contract; and c) the management of data required for MIMS and other required/requested data needs (see www.infantva.org for required MIMS data elements) via Microsoft Access Software or other software as provided by the state.

Training- Assuring that Part C funds are used as the payor of last resort, the local system will determine if its Part C funds are necessary to support families and providers in training opportunities to enhance the Part C system.

- Detailed information for anticipated costs of training including registration, travel, lodging and parent stipends must be included in the budget narrative.

Expenses that may be included in Systems Operations:

- **Salaries and benefits for the Local System Manager;**
- **Costs associated with the Local System Manager (e.g. clerical support, supplies, copying, etc.);**
- **Reimbursement or stipends for parent members of the Local Interagency Coordinating Council;**
- **Light refreshments for meetings;**
- **Computer costs associated with 2.1.1d of the SFY 2006 Local Contract for Continuing Participation in Part C; and**
- **Support for families and providers in training opportunities to enhance the Part C system.**

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ENTITLED SERVICES

Direct Services – Part C funds may be used for entitled Part C services in accordance with federal regulations.

- Entitled Part C services include assistive technology; audiology; evaluation/assessment; family training and counseling; health; nursing; nutrition; occupational therapy; physical therapy; psychology; service coordination; social work; special instruction; speech language pathology; transportation; and vision.
- Part C funds may be allocated to cover Part C's responsibility resulting from the application of the statewide ability to pay scale and procedures.
- Assuring that Part C funds are used as the payor of last resort, the local system may allocate funds for the salaries and benefits for those personnel who provide Part C direct services.
- Part C funds may be allocated to cover costs associated with the provision of entitled Part C early intervention services (e.g. travel time and mileage; participation in IFSP or other team meetings; Part C billing-related documentation over and above that required for other consumers of the agency/practice; professional consultation when the child/family is not present).

Expenses that may be included in Entitled Services:

- ***Cost for coverage of all Part C direct services (e.g., service coordination, evaluation/assessment, therapies, etc.);***
- ***Salaries and benefits for personnel;***
- ***Funds to cover Part C's responsibility resulting from application of the statewide ability to pay scale and procedures; and***
- ***Associated costs for the provision of entitled Part C early intervention services (e.g. travel time and mileage; participation in IFSP or other team meetings; Part C billing-related documentation over and above that required for other consumers of the agency/practice; professional consultation when the child/family is not present).***

Part C funds may not be used for the following:

- ***Expenses associated with new construction, major repairs, capital expenditures, or physical improvements in existing facilities;***
- ***Costs of depreciation of structures or equipment utilized;***
- ***Direct or indirect mortgage payments or interest on mortgage payments;***
- ***Real estate or property taxes;***
- ***Entertainment;***
- ***Purchase of any vehicle. Note: Leasing is permissible; and***
- ***Costs associated with provision of Part C services to at-risk infants and toddlers (including monitoring/tracking and repeated screening); services for children age three or over; or services for children who do not meet Virginia's definition of eligibility for Part C services.***