

Budgets

- Who needs a budget?
 - Clients in the following levels of care will need an established budget:
 - CIS
 - SCL
 - Self
 - Family
 - Living with other
 - Assisted Living
 - Boarding Home
 - Group Home
 - Private Pay
 - Other (Homeless, Respite, Jail, rehab)
- When does a budget need to be completed?
 - 30 days after receipt of funds
 - Fiduciary staff will follow up on budgets needed if field misses deposits.
- Important Reminders:
 - Please make sure the budget does not end in a loss
 - The effective date at the top of the pages needs to be the actual date changes take effect so past due rent will be paid
 - Remember to put full addresses on all payments you want set up
 - You can use “Same as above” if payments go to the same place
 - If we are paying bills that have account numbers, please include those as well
- What happens after the budget is completed?
 - Submit to your supervisor for approval
 - Supervisor will review and verify information and sign off on it
 - Submit completed budgets to CHFS.BudgetRequests@ky.gov for processing
 - Misty has 3 business days from receipt to process