

# Budgets

- Who needs a budget?
  - Clients in the following levels of care will need an established budget:
    - Community Integrated Services (CIS)
    - Supports for Community Living (SCL)
    - Acquired Brain Injury (ABI)
    - Self
    - Family
    - Living with Other
    - Assisted Living
    - Boarding Home
    - Group Home
    - Private Pay
    - Homeless
- 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 page must be the actual date changes take effect so past due rent will be paid.
  - Remember to put full addresses on all payments to be set up.
    - “Same as above” can be used if payments go to the same place.
  - If bills are being paid that have account numbers, please include those as well.
- What happens after the budget is completed?
  - Field staff submit to the budget in GFIS to their supervisor for approval.
  - Supervisor will review and verify information and sign off on the budget.
  - The budget is submitted to Fiduciary through GFIS.
    - Misty has 3 business days from receipt to process.