

FINANCIAL MANAGEMENT 2.0

Expansion of Programs -- 2.5

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Date Last

Revised:

Signature:

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POLICY

Whenever additional funds are received or new positions are to be established that exceed those authorized in the current Work Program, approval must be obtained from the Senate/House Finance Ways and Means Committee prior to any expenditures, obligations, or committals. Before any expansion request is forwarded to the Senate/House Finance Ways and Means Committee, all requests must be reviewed by the Bureau of Health Services.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To provide for the allocation and accountability of additional revenues collected over and above those projected for collection by programs within a given fiscal year.

PROCEDURE

The Fiscal Services Section of the Bureau of Health Services (FSS) must be contacted immediately whenever additional funds are received or when new positions, beyond those authorized by the current Work Program, are to be established or when either are predicted to occur in the immediate future. The FSS will then provide the program person responsible for the particular expansion with the **Program Expansion Report** forms package, and any additional forms as required. These forms must be completed and submitted to the FSS for review and approval by the Bureau Office. If approved, the expansion request will then be forwarded to the Bureau of Administrative Services of

the Department of Health for final review and submission to the Senate/House Ways and Means Committee staff. Program personnel will be kept informed as to the scheduling of the committee meetings and should be prepared to attend the hearing or provide additional information if requested by the Director of the Bureau of Health Services.

NECESSARY FORMS

[Program Expansion Report](#)

REFERENCE DOCUMENTS

General Appropriations Bill

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305

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