

NC Division of Services for the Blind Policies and Procedures Independent Living Older Blind

Budgeting

Current effective date: 03/21/18

Revision history: 09/01/17, 11/15/17

Administrative expenses

Any expenses which are not paid via authorization in the case management system are administrative expenses. There are many different types of administrative expenses including ILRC travel, training, food, supplies and equipment. The ILOB program has limited administrative funding. Consult with the Independent Living Program Specialist for requests which exceed usual and customary administrative expenses.

Purchases made on the admin p-card should be coded:
2601-53XXXX-1452-1594-99

The most common 53XXXX accounts for p-card purchases are:
Educational Supplies - 533720
Food Supplies – 533410

Case Service Budgets

Independent Living Rehabilitation Counselors (ILRC's) are responsible for managing case service funds on a monthly basis. A case service budget is assigned on a State Fiscal Year (SFY) cycle to each ILRC. Beginning budgets are issued by the Independent Living Program Specialist (ILPS) no later than June 30th for the upcoming SFY.

Case service funds are any funds which are expended in the name of the consumer via a client authorization. These funds may include those authorized for client p-card or non-client p-card purchases or for funds which are paid directly to the consumer such as mileage reimbursement. Administrative purchases are not included in case service funds expenditures.

Each caseload is responsible for tracking case service encumbrances and expenditures. Reporting on all case service expenditures to date in the SFY is due on by the 10th of the month following the reporting month. For example, expenditures through the end of July are to be reported no later than August 10th. Budget reports are to be emailed to the ILPS with the ILRC's supervisor and the ILPS' Office Assistant copied no later than the 10th

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of the month following the reporting month. Tasks associated with monthly budget reporting may be completed by the ILRC or the ILRC's Processing Assistant but the ILRC has the ultimate responsibility for ensuring the tasks are completed in a timely manner. In cases where the ILRC's Processing Assistant submits reports, the ILRC should also be included on the emailed budget report.

Case service funds are expected to be fully utilized to benefit consumers in their efforts to successfully achieve their independent living goals in ways which policy allows. ILRC's are responsible for reviewing currently available case service funds, developing budgets for Mini Centers, estimating anticipated expenditures during the SFY and responding to requests from the ILPS for reports on budget projections. When an ILRC determines that the full amount of the case service budget will not be expended during this SFY, the ILRC should email the ILPS and copy the ILRC's immediate supervisor with information on the approximate amount of funds to be returned so these funds may be redistributed for use in other areas within the SFY. When an ILRC determines that consumer needs on their caseload require a greater amount than is available in the current case service budget, the ILRC should promptly email the ILPS and copy the ILRC's immediate supervisor with a request for a specific amount of additional funds needed as well as brief information on how additional funds will be used. The ILPS will determine if the requested additional funds may be assigned and will notify the ILRC, the ILRC's immediate supervisor and the ILRC's Processing Assistant.

The Office Assistant for the ILPS will compile monthly submissions of all ILRC's individual budget and provide the compiled information to the ILPS with a cc: to the Chief, Rehabilitation Programs and Facilities. The ILPS is responsible for reviewing overall budget expenditures on a monthly basis as well as reviewing the status of each individual budget per ILRC to ensure that case service funds are properly utilized and funds are appropriately distributed. Any decisions made by the ILPS to increase or decrease individual caseload budgets will be made in communication and collaboration with the ILRC and the ILRC's immediate supervisor.

Case service funds are automatically coded in the case management system. Client p-card purchases should be coded: 2601-536108-1452-15A5-99.

Also see the "Fiscal" policy for more information.