



Budget Reallocation Guidelines

Each Consumer Directed (CD) service has its own authorized budget based on the Individualized Service Plan (ISP). Each client has specified services authorized in the ISP.

Employers may pay lower hourly wages to get more units of service subject to the dollars authorized for the specific CD service. This would apply to CLS, PAB, Chore and Respite (subject to the 760 hour cap).

Dollars can be reallocated between CLS and PAB. This means if dollars for one of these services is depleted, funds can be reallocated from the other service.

Dollars can be reallocated from unused Respite dollars to either CLS or PAB. Unused PAB or CLS cannot be reallocated to Respite. This could mean that even if the 760 cap is reached and there are unused dollars because the employer paid lower hourly wages to the Respite employee, the unused dollars can be reallocated to CLS or PAB.

Funds may be reallocated between the 1:1 and the 1:2 worker coverage within each CD service. The 1:1 coverage is: one worker with one participant and 1:2 coverage is one worker with two participants. This can be done within the PAB, CLS and Respite services. However for Respite, the reallocation must be within the total dollars allocated for Respite and still subject to the 760 hour cap.

Steps for Reallocation (provide at least 2 weeks for processing request)

1. Employer determines service/s and budget amounts to be reallocated and completes form accordingly (not Units columns).
2. Employer sends Acumen Program Director or Enrollment the form to verify service/s and budget amounts to be reallocated. Processor will verify, initial, date, and send form to DDD/CD office.
3. DDD will indicate unit amounts and check that any Respite changes are within the 760 hour cap, then forward to Case manager.
4. The Case Manager will verify that the reallocation is consistent with the goals and outcomes on the ISP. CD services affected by the reallocation must be on the ISP.
5. Case manager forwards to Acumen and Acumen will reallocate funds once the verified form is received.