

As the fiscal agent for the Ryan White Part B, HOPWA and Area 8 AICP program in Area 8, the Health Planning Council of Southwest Florida strives to pay for funded services with available funds according to fiscal year contract agreements without disrupting patient care, housing and/or insurance coverage. Each program has different requirements and in one case a different fiscal year. This policy outlines, by program, the general rules and processes to be used in processing the end of the fiscal year authorizations and invoices.

### **Ryan White Part B**

Ryan White Part B has a fiscal year beginning April 1 and going through March 31. Funding is allocated and paid for services with **dates of service** within those dates. The service is for example a medical visit, a panel of lab procedures, a dental service, a prescription filled or a case management FTE. The dates these services occurred or the FTE was employed have to have occurred on a date within the contract year. For example, a prescription picked up on March 30, 2010 will be paid from the 2009-2010 fiscal year. If the prescription was not picked up until April 2, 2010, it would be paid from the 2010-2011 fiscal year. The date of service must be listed on all invoices and it is the date of service on the invoice that is what guides which fiscal year the invoice is paid from. The exceptions are food and transportation vouchers. Because these items are provided as needed and can only be realistically purchased in bulk, the date of service is the date the service was purchased. There have been occasions where a dental provided requires the entire plan of care be "purchased" up front and therefore the purchase was on a date prior to the provision of the services. That is an exception provided on a case-by-case basis.

In order to minimize the authorization of services that will not likely occur in the fiscal year encumbered, HPCSWF stops encumbering to the current fiscal year beginning the second week of March. There will be a portion of funding held back in reserve for those two or three weeks in March to be used as services occur.