

INTRODUCTION

Each county receives in an annual FOA Memo the allocation for its Community Resource Program. The allocation is the amount of money available for community resource programs and activities for the fiscal year. The allocation must be used only to support community resource programs and activities. Should a request be received to purchase a service or item about which there is a question of appropriateness, the CRC should contact the CRC specialist in FOA for guidance or approval.

The allocation includes funding for three types of expenditures:

1. Reimbursement for volunteers.
2. Supplies, support, materials, recognition, recruitment.
3. Reimbursement for state employees (CRCs) approved training or conference expenses as authorized by FOA.

In purchasing supplies or equipment, the CRC must follow established DHS purchasing and procurement guidelines. Consult with your local fiscal unit or follow local office procedures;; see spending guidelines in annual FOA memo.

All staff must follow DHS and State of Michigan travel regulations for all state reimbursable travel. Airline reservations must be processed through Conlin Travel at www.SOMtravel.com, the State of Michigan's travel agent. Lodging that is above the allowable rate must also be processed through Conlin Travel; see Travel Regulations at DHS Net>Tools>Travel>DTMB-Travel Information.

It is expected that each county CRC keep spending within his/her allocation. It is recognized that special circumstances may occur which cause the local office to need additional funds. If this happens, the local office must contact the CRC specialist in FOA to request a supplemental allocation.

ACCOUNT CODING

Accounting codes change on a regular basis. See the most current annual community resource allocation FOA memoor local fiscal unit for correct accounting codes.

ALLOWABLE VOLUNTEER EXPENSES

Volunteers may request reimbursement for transportation, meals, lodging, child care and other incidental expenses while participating in volunteer services activities that are authorized by DHS. Reimbursement rates change in accordance with DHS and Medicaid reimbursement policies. CRCs should be aware of the allowable rates when processing travel vouchers for volunteers; see BAM 825, **Vehicle Rates**.

Note: CRCs do **not** need to reimburse volunteers at the maximum allowable rates. Budget constraints may necessitate temporary reductions in volunteer reimbursement rates.

Mileage

Mileage or carfare to and from home and the service sites are allowable expenses. Payment to bus companies or common carriers may also be paid to transport volunteers for their volunteer activities.

There are two mileage rates:

- DHS standard – a private vehicle is used in lieu of an available state vehicle.
- Medicaid reimbursable- the rate authorized by the Medical Services Administration; see BAM 825, **MEDICAL TRANSPORTATION**.

Meals and Lodging

Volunteers may be reimbursed for meals and lodging when performing services authorized by DHS staff that requires them to be away from home during regular meal hours based on current employee travel regulations.

Note: CRCs may reimburse volunteers for the difference between the DHS allowable lodging rate and the Medicaid allowable rate for lodging.

Allowable Expense	Rule
Breakfast	If travel commences prior to 6:00AM and extends beyond 8:30AM.
Lunch	If travel commences prior to 11:30AM and extends beyond 2:00PM.
Dinner	If travel commences prior to 6:30PM and extends beyond 8:00PM.
Midnight Lunch	If travel extends beyond midnight and working (the lunch rate applies).
Lodging	Actual costs plus tax according to current state travel regulations. Receipts are required for payment. Note: For travel rates see the DHS Net>State of Michigan Web sites>Executive Branch/Department of Management, Technology and Budget> Services and Facilities>Travel>Travel Rates.

Child Care

Child care expenses incurred by the volunteer, and supported by statements or receipts, while performing assigned duties may be reimbursed. The reimbursement rate must **not** exceed the DHS approved rate.

Conferences, Conventions and Meetings

The same rules govern volunteer participation and reimbursement as apply to that of paid staff.

Incidental Expenses

Expenses for parking and toll fees may be reimbursed for actual costs. Receipts are required.

**REIMBURSEMENT
PROCEDURES**

Reimbursements to volunteers and state car usage by volunteers are supported by either of the following:

- DHS-4684, Volunteer Services Referral.
- DHS-4681, Volunteer Transportation Request/Authorization.
- DHS daily logs, authorized by DHS staff, supervisor or the county director/director's designee.

**Transportation
Reimbursement**

Transportation reimbursement must be supported by written verification that the service was provided on the DHS-4684, Volunteer Services Referral, or the DHS-4681, Volunteer Transportation Request/Authorization, or the DHS-4681-P, Volunteer Transportation Request/Authorization/Payment. Client signatures are not necessary when a volunteer is assigned to provide a service other than transportation, such as friendly visiting.

**Emergency
Transport**

Emergency situations may require a driver to transport without the referral/request forms. In this case verification must be made with the provider to assure the client kept the appointment. This needs to be noted on the provider signature line. There may be occasions when the client is not home, in which case the volunteer should so note.

Payment Process

Form DHS-1582-TV-NSE, Non-State Employee Travel Voucher, or other local county approved forms must be used to submit claims for payment. Counties must submit completed vouchers directly to central office for payment. Consult with your local fiscal unit for procedures.

**Payment
Authorization**

The CRC or staff person who most closely oversees the volunteer's activities for appropriate and reasonable point-to-point mileage must review travel vouchers, hours of service (supporting meal claims) and frequency of trips. After review and approval the voucher is to be initialed above the signature boxes. The CRC (or a

local office director designee) can either authorize the payment or the CRC can review and initial the payment and the local office director or other designee must sign it using the phrase, "signing for CRC [CRC name]".

Any travel voucher of more than \$500 for a month or \$250 semi-monthly must also have the approval/signature of the local office director or designee, other than the CRC.

If an overpayment occurs the necessary documentation must be provided to the local office's business/accounting unit for recoupment.

Medicaid Reimbursements

For Medicaid reimbursement, the CRC verifies on the DHS-4681, Volunteer Transportation Request Authorization, DHS-4681-P, Volunteer Transportation Request/Authorization Payment or the MSA-4674, Medical Transportation Statement or the MSA-4674A Chronic On-going Treatment, that the entire form is filled out correctly and completely and signed where needed and authorized by the caseworker. Attach back-up documentation as needed (see local fiscal unit procedures) and the accounting unit will process the payment authorization.

Mileage Rate Adjustment

Reimbursing the volunteer for the difference between the Medicaid allowable mileage rate and the DHS allowable mileage rate is not allowed; see L 09-090 issued June 25, 2009.

Child Care Reimbursements

Volunteers may be reimbursed for child care expenses actually incurred for their own children while volunteering. Statements or receipts must support the expenses. The amount reimbursed may **not** exceed the actual expense or the agency maximums, whichever is less, for current day care according to the type of care being utilized.

Written documentation that verifies the existence and age of children for whom day care services may be reimbursed (such as birth certificates, school records and MA cards) should be kept in the

volunteer's file and noted on the DHS-1182A, Volunteer's Registration Record; see RFF 1182A for additional instructions.

The DHS-4685, Volunteer Services Day Care Billing, should be completed and submitted by the volunteer with their log/hours on the DHS-4687, Volunteer Services Travel Log / Hours Report for the month.

See RFT 270, **CDC INCOME ELIGIBILITY PROVIDER RATES** for agency maximum hourly rates for shelter areas, provider types and child's age.

Submit a copy of the DHS-4687, Volunteer Services Travel Log / Hours Report, and the completed DHS-4685, Volunteer Services Day Care Billing, with the volunteer payment voucher.

Request for Expenditures

CRC's must fill out and submit a DHS-319, Purchase Request, form for permission to purchase non-routine items or services using Community Resource Program (CRP) Allocation funds. See FOA Memo 2012-13 for detailed instructions to properly fill out and submit the DHS-319. Non-routine services or items include (but are not limited to);

- Volunteer recognition events.
- Volunteer recognition items.
- One-time only purchases.
- Infrequent purchases such as back packs for a back-to-school program

Routine services or items are regular or on-going purchases such as monthly bus tokens. Call CRC specialist if in doubt. A DHS-319 is not needed for purchases less than \$250.