



State of California-Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

March 24, 2004

CHDP Program Letter No.: 04-07

TO: ALL COUNTY CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)
BRANCH STAFF AND REGIONAL OFFICE STAFF

SUBJECT: CHDP ADMINISTRATIVE FUNDING METHODOLOGY AND BUDGET
FORMAT CHANGE FOR FISCAL YEAR 2003-2004

The purpose of this CHDP Program Letter (PL) is to notify local CHDP Program staff of changes made to the CHDP PL No.: 03-14, issued July 2003, regarding CHDP Administrative Funding Methodology and Budget Format for Fiscal Year (FY) 2003-2004.

The CHDP funding methodology for FY 2003-2004 has changed. As a result of the continuing State General Fund deficit and to expedite approval of the local CHDP Program Administrative Budget, No County/City Match for FY 2003-2004, local programs are advised to prepare a new CHDP Administrative Budget Summary (Version 2, February 2004, Attachment 1) that adheres to the amount of State-Only and Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) (Medi-Cal) program funds communicated to each local program on February 11, 2004.

In accordance to federal financial participation requirements as outlined in the Children's Medical Services (CMS) Plan and Fiscal Guidelines, the funds designated as EPSDT General Fund are to be used to match with Federal Title XIX funds for the proper and efficient administration of the CHDP EPSDT program and the State EPSDT General Fund is expandable. The General Fund isn't expandable, the total funds are expandable based on a local branch's program's ability to obtain FFP at a higher rate.

CHDP Program Letter No.: 04-07
Page 2
March 24, 2004

The administrative budget worksheet and the budget justification narrative for the revised State-only and EPSDT/Medi-Cal CHDP Administrative Budget Summary, No County/City Match, should be on file in the CHDP local program office. The budget detail worksheets attached to CHDP PL No. 03-14 may be used in the preparation of the budget summary. The program activities, program management, and program support sections of the budget as shown in the Staffing Matrix of CHDP PL No. 03-14 will not be required as background in a budget detail worksheet. However, in support of the CHDP Administrative Budget Summary, No County/City Match, FY 2003-2004, a budget detail worksheet with incumbent names, the incumbent classification, and their Full Time Equivalent (FTEs) for claimable CHDP functions at approvable levels of enhanced and non enhanced and a budget justification narrative should be maintained at the CHDP local program office.

Regional office state staff will review and approve the CHDP Administrative Budget Summary, No County/City Match based on adherence to the amount of CHDP-only and State General Fund allotted in the communication to each CHDP local program. Budget approval letters will be sent as quickly as possible.

In anticipation of questions regarding the CHDP Administrative Budget, No County/City Match instructions for FY 2004-2005, these instructions will be located in the CMS Branch's Plan and Fiscal Guidelines. These guidelines are in the process of being revised and will be released in Spring 2004. The funding provided to the CHDP local programs in FY 2003-2004 cannot be assured at the same level as for FY 2004-2005.

If you have any questions, please contact your Regional Office consultant staff.

Original signed by Maridee A. Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch