



Revised Budget Sheet Tips



When to Revise a PCP

A Revised Person-Centered Plan (PCP) is needed when the Participant's assessed needs change and the services they are authorized for need to be changed.

Common reasons for a Revised PCP:

- Increasing/decreasing/discontinuing existing services
- Adding new services
- Change to IFDGS Day-to-Day Administrator

A Revised PCP is NOT the same as a Budget Modification.



Budget Sheet Revision Basics

The FMCS only accepts budget sheets that align with the approved PCP.

A budget sheet is required for every PCP approved in LTSS, in the order that they are approved.

The budget sheet will not be reviewed unless the previous PCP's budget sheets are processed in FMS Engine. This can be verified via the Participant Dashboard.

FMCS Fee Schedule for FY2025

Annual Month FY25	\$210.13	\$215.17
January	6 months	6 months
February	5 months	7 months
March	4 months	8 months
April	3 months	9 months
May	2 months	10 months
June	1 month	11 months
July	12 months	
August	11 months	1 month
September	10 months	2 months
October	9 months	3 months
November	8 months	4 months
December	7 months	5 months

Budget Tool

The total Person-Centered Plan (PCP) budget allocation from the approved PCP is entered into the box next to the red arrow.

- As items are added to the budget sheet, the middle box calculates the Self-Directed Services Budget Total.
- The third box signifies Unallocated Funds
- Only the Self-Directed Service Totals should be added together for the DDA Budget Allocation

Enter Approved DDA Budget Allocation from the DSA here		\$0.00	\$0.00
		SDS Budget Total	Unallocated Funds



Important Notes about Budget Dates

The Effective Date on the budget sheets must match the Effective Date of the PCP. The Revised PCP Effective Date will not be the same as the Annual Plan Date.

The Annual Implementation Date (AID) on the budget sheet is the date the annual PCP begins. The Annual PCP Date on the PCP is not the same as the Annual Plan Date on the Budget Sheet.

Best Practices

The Revised PCP Budget Sheets should be identical to the previous budget sheets except for the following changes:

- Effective Date
- DDA Budget Allocation
- Service Changes authorized in the PCP

The only time the budget sheets would not be identical to the previously approved budget sheets is if:

- Budget Mods were completed between PCPs
- Wage/rate changes



Common Errors – Prorated Budget Sheets

When the Effective Date and Annual Plan Date are not the same, the budget sheet will automatically calculate the number of months and weeks remaining in the plan year

A common error is prorated budget sheets: Services that were not changed in the Revised PCP should not be prorated, as the budget will be inaccurate due to past expenses/usage not being reflected.



Common Errors – Omitting Budgeted Lines

Not including Employee Benefits that have usages: PTO, Holiday Pay Differential, Health Benefits, Training Costs, Training Wages, Mileage, Staff Transportation/Travel Reimbursement

Omitting previously processed budget modifications

		PCP Status: Initial, Annual, Revised, or FMCS Change		Revised PCP	
Name:	Example Budget Sheet	Effective Date:	7/1/2024	Annual Plan Date:	1/16/2024
Number of Months Left in Plan:	6.00	Number of Weeks Left in Plan:	28.286	Type of Waiver:	



Formulas

LTSS calculates funding in 15-minute increments for most services. These are called units. The FMCS's Budget Review Team converts the units into hours per week.

Unit to hours formula:

- $\text{Units} \div 4 = \text{Hours}$
- $2088 \text{ Units} \div 4 = 522 \text{ Hours}$

Hours to weeks formula:

- $\text{Hours} \div \text{Weeks} = \text{Hours per Week}$
- $522 \text{ hours} \div 52.143 \text{ weeks} = 10 \text{ hours per week for } 52.143 \text{ weeks}$

Common Errors – Increasing Services

When increasing a service, the annualized service + the increase should be displayed

This example states that the team began the plan year with 20 hours per week of PS, and then increased the service to 40 hours per week for the remaining 28.286 weeks in the plan year.

Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks	Anything over 82 hrs/wk must be	Budget Total
Personal Supports - Staff	20	30	52.143		\$31,285.80
Personal Supports - Staff	20	30	28.286		\$16,971.60
Personal Supports - Staff					\$0.00

Common Errors – Decreasing Services

When increasing a service, the annualized service + the decrease should be displayed

This example states that the team was authorized for 40 hours per week of Personal Supports for the first 23.857 weeks, and then reduced the number of hours per week to 20 hours for the remaining 28.286 weeks.

Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks	Anything over 82 hrs/wk must be	Budget Total
Personal Supports - Staff	40	30	23.857		\$28,628.40
Personal Supports - Staff	20	30	28.286		\$16,971.60
Personal Supports - Staff					\$0.00

Common Errors – Discontinuing Services

The service is still required to be on the budget sheet. The service should be prorated to reflect only the time it was authorized in the PCP.

This example explains that a Participant had 40 hours per week of Personal Supports for only 23.857 weeks of the plan year.

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks	Anything over 82 hrs/wk must be	Budget Total
Personal Supports - Staff	40	30	23.857		\$28,628.40
Personal Supports - Staff					\$0.00
Personal Supports - Staff					\$0.00

Common Errors – Adding Services

When a service is added to the Budget, it should be prorated based on the months/weeks remaining in the plan year.

These two examples show that the new service is authorized for the remaining time in the plan year.

Support Broker - Vendor/Contractor	# of Hours per Month	Rate per Hour	# of Months		
Support Broker - Vendor	4	70.3	6		\$1,687.20

Services to Support My Daily Living

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	40	30	28.286	Anything over 82 hrs/wk must be	\$33,943.20
Personal Supports - Staff					\$0.00
Personal Supports - Staff					\$0.00

Common Errors – Changing Wages

This example shows that a Participant began the plan year paying their Personal Support employees \$30/hour. Then, they gave their employees a raise to \$32.18/hour for the remainder of the plan year. The number of hours of service did not change.

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks	Anything over 82	Budget Total
Personal Supports - Staff	40	30	52.143		\$62,571.60
Personal Supports - Staff					

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks	Anything over 82	Budget Total
Personal Supports - Staff	40	30	23.857		\$28,628.40
Personal Supports - Staff	40	32.18	28.286		\$36,409.74