

## Reporting Additional Resources

Additional resources are to be reported on the monthly contract payment request and resource summary form (*Exhibit 8 - ADS Invoice*).

By the end of the fiscal year, you should have reported, at the minimum, all those resource amounts. If, during the year, you find that additional resources are not available in the amounts contracted, you should contact your program liaison about revising your budget. Please note that the amounts of additional resources reported and the unit cost identified on the budget summary must be verifiable.

### 1. Agency Unit Rate Subsidy

Agency subsidy refers to the funds provided by the agency which are necessary supplements to ADSD funds in order to pay for the costs of the units of services. If your additional resources are subsidizing ADSD's unit rate, report enough additional resources to bring the actual unit cost (by the end of the year) to the amount stated in your budget summary. For example, if the actual cost for your agency to provide a contracted service is \$38 per unit of service and ADSD pays \$30 for that unit of service, your agency's unit subsidy would be \$8 per units of services. If your agency provided 300 units of service the agency subsidy reported would be  $300 \times \$8 = \$2,400$ .

### 2. Agency Program Subsidy

Program subsidy occurs when the agency increases the number of services above the contracted level and pays for the additional services entirely from agency resources. The number of additional units of service and the amount of cash and in-kind resources required to provide these services are to be reported monthly. If the agency provides services after the contract funding limit is reached, the number of services and the amount of agency cash and in-kind resources are also to be reported as program subsidy. The unit rate for program subsidy should be comparable to the ADSD unit rate plus the agency unit rate subsidy. For example, if your agency provided an additional 460 units of service at \$38 per unit, beyond the number of units contracted for, your agency's program subsidy would be  $460 \times \$38 = \$17,480$ .

## CONTACT INFORMATION

### Central ADS Program Contract Liaison or Fiscal Specialist

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