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| To: | BHS Contracted Service Providers |
| From: | Behavioral Health Services |
| Date: | March 11, 2024 |
| Title | Response on Flex Fund Policy Changes Recommendation |

This memo provides an update regarding the Behavioral Health Services flex funds process and guidelines for cost reimbursement contracts to support more efficient use of flex funds.

General Changes

Flex Funds Expenditure Reports will no longer need to itemize individual transactions below \$20. Instead, a new line on every monthly report will reflect the total amount of transactions below \$20 and the number of transactions.

- Providers must continue tracking all flex funds expenditures.
- Upon request, Flex Funds Expenditure Reports must be available to the Contracting Officer's Representative (COR), In-Depth Invoice Review (IIR) staff, or others.
- This change is effective **March 1, 2024**.

Annual Caps for Flex Funds Expenditures

The annual caps that currently exist within the flex funds policy will remain in effect.

- Annual caps are currently reviewed and will be updated once final determinations are made.
- Providers must continue tracking these caps per client.

Attachment

- Flex Funds Expenditure Report (3/8/24) (Excel)

Questions?

Thank you for your patience and continued support. For questions, please contact your COR or Junida Bersabe at (Junida.bersabe@sdcounty.ca.gov).

For More Information:

- Contact your Contracting Officer's Representative (COR) or
- Junida Bersabe, Principal Accountant, junida.bersabe@sdcounty.ca.gov, (619) 381-9560