





SUBJECT: Network Service Provider Request for Additional Funding	Approved by:  <hr/> VP, SAMH Date: 7/1/2016
EFFECTIVE DATE: July 1, 2014 REVISED DATE: July 1, 2016	 <hr/> Chief Integration Officer, SAMH Date:07/01/2016

Network Service Providers may deem it necessary to request additional funding from LSF Health Systems during the term of the contract to better serve existing clients, to address an unmet need or to offer new programming.

POLICY

It is the policy of LSF Health Systems to accept and review all funding requests from Network Service Providers on a continual basis. LSF Health Systems may also initiate this process due to a specific funding concern within the system of care including the need to redistribute lapsed funding. LSF Health Systems will take into account the needs assessment, availability of funds and prior performance of the Network Service Provider in considering such requests.

PROCEDURE

1. Network Service Providers requesting additional funding must complete, sign and submit a Submission of Information form to their assigned Network Manager along with a proposed budget in support of the request.
2. The Network Manager records the request in the appropriate tracking form and makes the Director of Network Management aware.
3. Funding requests will utilize the same criteria established by the Reallocation of Funds policy in considering an award of additional funds.
4. The Director of Network Management shall present requests to Executive Leadership for review.
5. The Network Manager will communicate with the provider agency regarding approval or denial of the request.