



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #14

June 18, 2012

FY13 CIES Contracts

The following information should be communicated immediately to all service locations and appropriate staff members within your organization.

Because the FY13 budget is not finalized at this time, funding for the Comprehensive Integrated Employment Services (CIES) program in the next fiscal year is unclear. The House and Senate versions of the budget provide very different funding levels for CIES. Therefore, the Department cannot issue final funding decisions at this time. However, we want to avoid a break in services for clients if at all possible. Therefore, the Department will assume that CIES will be level-funded at the FY12 level for the purpose of processing Department Engagement Forms (DEF) before the end of the current fiscal year. Note that execution of services in FY13 is dependent upon the availability of funding.

The Department's approach to execution of DEFs prior to having a final budget follows.

- Subject to funding availability, the Department intends to contract with each Provider at the same estimated expenditure level as in the Provider's FY12 final/amended contract.
- There will be restrictions on use of the funds. The Department Engagement Form (DEF) shall set forth an estimated expenditure limit for **carryover participants** and **new enrollments** in FY13. Funding allocated for these distinct purposes cannot be used for any other purpose without the written approval of the Department.
 - **FY12 carry-over clients:** In FY13, the Department will prioritize the delivery of services to clients enrolled in FY12 to minimize the likelihood of service disruption. Based upon the availability of funding, clients enrolled in the CIES program in FY12 (ending June 30, 2012) will be carried-over into FY13 (beginning July 1, 2012). Subject to funding, providers will receive sufficient funding to cover each remaining payment benchmark for every active, enrolled client in EIM.
 - **New enrollments:** After funding needed to serve carry-over clients is allocated, any remaining funds will be used to fund new enrollments, up to the Provider's estimated expenditure limit. Each enrollment will be fully funded (i.e., there will be sufficient funding associated with each contracted enrollment to fund all eight payment components).

- Because each enrollment will be fully funded, Providers may not earn their contracted maximum obligation. Consistent with the Department's practice, unearned funding will be deobligated and reobligated based on vendor performance.
- Allocations of funding for carry-over and new enrollments are based on EIM data as of May 2012. Contract managers are contacting Providers to review these projections and revise if necessary.
- In the event of a reduction in funding available for ESP/CIES, the Department will work with stakeholders, including our provider partners and fellow state agencies, to minimize the impact on our clients and providers. If we receive a reduced ESP/CIES budget, DTA will consider FY12 placement rates and other factors to make final FY13 funding decisions.
 - **Invoice submission deadline:** The Department requests that all Providers submit in EIM invoices for all unbilled services within your expenditure limit for each model *as soon as possible*. In the event that funds are reduced or new funds become available, the Department may use the June 30th date as a performance cut-off for contracting decisions and may not to consider information submitted after this date.

To guide Providers in re-enrolling carry-over clients in EIM and closing out inactive CIES enrollees, DTA will issue a subsequent Provider Alert.

Thank you for your assistance with this matter. If you have any questions, please contact your contract manager.