



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
P.O. BOX 2675
HARRISBURG, PENNSYLVANIA 17105-2675

Harriet Dichter
Acting Deputy Secretary for
Children, Youth and Families

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June 14, 2005

Dear County Children and Youth Administrators and Chief Juvenile Probation Officers:

During the fall of 2004 the Office of Children, Youth, and Families, through its contractor, worked closely with numerous county children and youth agencies to determine the best way to implement an initiative to claim administrative costs under Title IV-E of the Social Security Act and Medicaid for non-residential purchase of service (NR POS) contracts with the children and youth program. Additionally, we worked with county staff and their private providers to identify appropriate contracts for inclusion within this initiative. Private provider agency staff were trained and implemented a Random Moment Time Study process. We are now at the point that allowable costs of these programs can be claimed; however, payment of the claims are contingent upon approval by the Administration for Children and Families of the Department of Public Welfare's cost allocation plan.

The enclosed NR POS Administrative Claiming Policy and Procedures Bulletin is being issued to provide the necessary information to implement this initiative. A separate document will be issued shortly that will contain the NR POS worksheets, instructions for completing the NR POS worksheets and a disc that includes the forms needed for implementation.

If you have any questions regarding this initiative or the next steps which your agency must undertake to assure that claims are processed correctly, please contact Mr. Stephen Lynch of my staff at (717) 214-3804 or slynch@state.pa.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Harriet Dichter".

Harriet Dichter

Enclosure