

I. INTRODUCTION

Budget submissions for all Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) providers for Fiscal Year 2023 (FY23) are required to meet the City and State standards for detailed program information and to fulfill DBHIDS' program objectives. These instructions will help provider agencies complete the required DBHIDS budget package and standard reporting policies and requirements for all programs.

You will find Fiscal Year 2023 budget instructions and forms on the DBHIDS website at: <https://dbhids.org/providers-seeking-information/#oversight-and-monitoring>. Review the Budget Document List to ensure you have all the documents needed to submit a complete budget packet. Please be advised DBH has updated its financial database. **Therefore, budget forms are not to be altered in anyway. Changes to the official DBH forms will result in the forms/budgets being rejected.**

Allocations are being issued prior to DBHIDS' receipt of award letters from the State. **Please be advised that these are *planning* allocations and are subject for review and analysis during the fiscal year. These allocations may decrease or increase dependent upon the outcome of the analysis.** You can expect to receive the Planning Allocation Memorandums with the Planning Allocation Notices within the next 10 days. If anticipated revenues are not received from the State, agency allocations may be reduced or eliminated.

This Fiscal Year DBH is requiring providers to focus on the service location code information on the budget Expenditure Summary and Residential Site Schedules. Providers are expected to include service location code information for all Fee-For Service (FFS) programs.

Please be advised that the Minority/Women/Disability/Residency Survey will not be required for the FY23 budget submission. This survey is being revised and will be distributed as part of a separate initiative.

- A. All planning budgets must be submitted electronically and via hard copy by **Wednesday May 4, 2022**.

All extension requests must come through DBHIDS.BudgetSubmit@phila.gov.

1. Electronic files should be submitted in **Microsoft Excel** and **Microsoft Word** to:

DBHIDS.BudgetSubmit@phila.gov

Budgets submitted in PDF format will be rejected. All worksheets should be included in a single Excel workbook. The subject line for the email submission should be titled:

"Budget Submission FY23- <Your Agency Name and Program>". Program should reference:

- "MH" (for Mental Health);
- "SCA" (for Single County Authority);
- "IDS" (for Intellectual disAbility Services);
- "EI" (for Early Intervention).