

The following is a collection of tips compiled by the FMS Financial Reporting Department to help bypass the most common budget modifications pitfalls.

1. If a new service/item is being added to the budget, the Developmental Disabilities Administration (DDA) must review/approve the revised budget or the plan/budget modification.
2. If no new service/item is being added, the modification can be processed without DDA's review/approval. Coordinator of Community Service (CCS) facilitation/review/approval is always required for processing.
3. The revised budget or budget modification must be submitted to DDA if a new service/item is being added to the budget or if the maximum staff wage is being increased.
 - If staff wages are increasing, the plan and budget modification should indicate the new maximum hourly rate of pay allowed.
 - DDA's Guide to Reasonable and Customary Rates (link below) may serve as a reference.
 - To increase staff wages, an **Employee Change Form** must be completed and submitted to FMS Payroll. New wages may not exceed the max rate indicated in the approved plan.
 - The effective date indicated on the Employee Change Form cannot occur earlier than the effective date of the plan modification. Pay rate increases can be provided retroactively if this criteria are met.
4. Cost of Living Adjustments (COLAs) cannot be used to increase the Transportation line item without DDA review/approval.
5. The total for the REDUCING side of the budget modification must equal the total for the INCREASING side.
6. Taxes must be calculated and indicated on the budget modifications for any payroll-paid services.
7. Budget modification figures must correlate to the remaining amount column of the budget/statement.
8. Budget modification must have an effective date within the current fiscal year.

PLEASE NOTE: Once modifications are processed, FMS Financial Reporting provides the Participant's planning team a copy of the modification and the updated statement reflecting all changes.

Important Budget Web Links

WEBSITES	FUNCTION
https://dda.health.maryland.gov/Pages/sdforms.aspx	The Maryland Dept of Health - Developmental Disabilities Administration (DDA) webpage for Self-Directed Services Forms
https://dda.health.maryland.gov/Pages/sdforms.aspx	SDS Budget Sheet. Please review the instructions included on the 'Budget Mod' tab.

Financial Reporting's FMS Mailboxes

EMAIL	FMS FUNCTION
FMSParticipants@thearcccr.org	All Participant-related documentation including plans, budgets, award letters, SB agreements and enrollment forms/inquiries **ALL REQUESTS TO INITIATE SERVICES**
FMSStatements@thearcccr.org	Statement questions/issues and planning team email updates for statement distribution