

CFBHN Match

Policy

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to ensure that Network Service Providers (NSPs) comply with local match funding requirements as outlined in 65E-14, F.A.C.

Purpose

The purpose of this policy is to ensure each NSP fulfills the match funding requirements specified in their contract, thereby enabling CFBHN to meet its match obligation to the Department of Children and Families (DCF).

Procedure

1. CFBHN uses 65E-14, F.A.C. and DCF's match template to guide the calculation of the match requirement for each NSP. The match requirement, match plan, and NSP reports of the actual match collected are calculated, tracked, and stored in the Carisk Portal.
2. Each fiscal year, NSPs enter their match plan by the due date listed in the Exhibit A₁ – Required Documents and Reports.
3. On a quarterly basis, the NSPs enter the actual amount of match funding collected.
4. As funding changes are made through amendments, the match requirement in Carisk is automatically updated.
 - a. Calculations are refreshed each evening by the Carisk system.
 - b. If a change in funding results in an increase to the amount of match required of the NSP, their staff are notified when they generate and/or view their invoice that their match plan must be updated.
5. At the end of the fiscal year, if the NSP fails to collect the required match, CFBHN initiates one of the following plans:
 - a. First occurrence: If this is the NSP's first failure to meet their match requirement, the NSP must submit a performance improvement plan (PIP). The PIP must outline steps to be taken to ensure compliance with match requirements in subsequent years.
 - b. Consecutive noncompliance: If an NSP fails to meet the match requirement for two consecutive years, a corrective action plan (CAP) is required. The organization may also be subject to a reduction of funds in their subcontract.

CFBHN Match Approval:  Alan Davidson, President/Chief Executive Officer	Date Issued: <u>11/01/2002</u> Last Revision: <u>06/24/2026</u> Review Date: <u>06/24/2026</u>
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