

**Healthy Families Indiana
Administrative Alert**

DATE: October 15, 2010

TO: HFI CEO's and Program Managers

FROM: Audie Gilmer, HFI State Program Coordinator

SUBJECT: Administrative Alert #2010-7
Re: 2011-2012 Contract Periods and Billing

As you are aware, DCS Healthy Families Indiana contract agreement Attachments A for the current two year period are divided into the following intervals:

- September 1, 2010 – June 30, 2011
- July 1, 2011 – June 30, 2012
- July 1, 2012 – August 31, 2012

Current billing procedures restrict payment for each of the identified time periods to the award amounts listed in the Attachments A for each period. However **for this two year contract agreement period, DCS will alter the payment system internally so there will be no interruption in the billing cycle for each 12 month period. Providers may bill through the full year, September 1, 2010 – August 31, 2011 and through the full year September 1, 2011 – August 31, 2012 for the total amounts of their awards (prorate to 12 months each) for each complete year.**

The Kids First Trust Fund additional monies that will be added to contracts will be processed in the same way as current contracts:

- Each provider will bill using current contracted unit rates
- DCS will internally alter the system so there will be no interruption in the billing cycle for the full period of the KFTF award which ends August 31, 2011.