

**Mary Poole**  
*State Director*  
**Patrick Maley**  
*Deputy Director*  
**Rufus Britt**  
*Associate State Director*  
*Operations*  
**Susan Kreh Beck**  
*Associate State Director*  
*Policy*  
**W. Chris Clark**  
*Chief Financial Officer*



**COMMISSION**  
**Gary C. Lemel**  
*Chairman*  
**Robin B. Blackwood**  
*Vice Chairman*  
**Lorri S. Unumb**  
*Secretary*  
**Barry D. Malphrus**  
**David L. Thomas**

3440 Harden Street Ext (29203)  
PO Box 4706, Columbia, South Carolina 29240  
**803/898-9600**  
**Toll Free: 888/DSN-INFO**  
**Home Page: [www.ddsn.sc.gov](http://www.ddsn.sc.gov)**

## MEMORANDUM

To: Executive Directors, DSN Boards  
Finance Directors, DSN Boards

From: W. Chris Clark, CPA, CGMA  
Chief Financial Officer

Date: June 5, 2020

Re: HASCI Waiver At-Home and  
State Funded Community Supports (SFCS) Administrative Cost Request

We would like to remind our provider network that it is time to submit your request for administrative costs associated with your operation of the HASCI Waiver and State Funded Community Supports programs. This memorandum outlines the process that you will need to follow to request your administrative costs.

We would like to request that you refer to our memorandum issued on June 25, 2019 ([June 25, 2019 Memorandum](#)) for guidance related to computing and requesting administrative costs.

The following represents the process to be followed to request HASCI Waiver administrative costs:

- 1) Your Agency will submit a formal written request for the dollar amount requested for the fiscal year. The amount can be requested by sending an email to us vs. preparing it on letterhead and having it signed by an official of the Agency (Executive Director, President, CFO, Finance Director, etc).
- 2) The request must be accompanied by the following components:
  - a. The income statement from your accounting software for the HASCI Waiver program through the last month finalized for internal issuance – most likely will be April or May month end.
  - b. The income statement from your accounting software for any cost pool that is being allocated to the HASCI Waiver program through the same month end. Note these pools should reflect that they are fully allocated and any surplus or deficit remaining in the pool should be explained.
  - c. The actual cost allocation supporting the amount that is allocated.
- 3) The request must be turned in to SCDDSN by July 15<sup>th</sup>.

- 4) Administrative costs should be projected through June 30. If the amount projected is not a simple annualization of the interim amount, then please explain why the amount requested is not the annualized cost.
- 5) SCDDSN will review the request and submit for payment.

Since SCFS is fee for service, there is a similar mechanism in place for requesting administrative costs for this program.

The following represents the process to be followed to request SFCS administrative costs:

- 6) Your Agency will submit a formal written request for the dollar amount requested for the fiscal year. The amount can be requested by sending an email to us vs. preparing it on letterhead and having it signed by an official of the Agency (Executive Director, President, CFO, Finance Director, etc).
- 1) The request must be accompanied by the following components:
  - a. The income statement from your accounting software for the SFCS program through the last month finalized for internal issuance – most likely will be April or May month end.
  - b. The income statement from your accounting software for any cost pool that is being allocated to the SFCS program through the same month end. Note these pools should reflect that they are fully allocated and any surplus or deficit remaining in the pool should be explained.
  - c. The actual cost allocation supporting the amount that is allocated.
- 2) The request must be turned in to SCDDSN by July 15<sup>th</sup>.
- 3) Administrative costs should be projected through June 30. If the amount projected is not a simple annualization of the interim amount, then please explain why the amount requested is not the annualized cost.
- 4) SCDDSN will review the request and submit for payment.

All requests should be sent to [funding.request@ddsn.sc.gov](mailto:funding.request@ddsn.sc.gov). If you should have any questions about this process, then please contact me at 803-898-4084 or [chris.clark@ddsn.sc.gov](mailto:chris.clark@ddsn.sc.gov).