



Veteran Program News

August 2017
Vol. 8 No. 11

From the Counselor's Desk:

We are now preparing to enter our 9th year of the Veterans-Directed Home and Community Based Services Program. During August, we will meet with each of our currently-enrolled veterans to help you complete the national VDHCBs Assessment required by the VA for Fiscal Year 2018. On notice of approval of your program for FY 2018, we will notify you of your case mix that resulted from the assessment and meet with you in September to complete your FY 2018 Spending Plan/Budget.

Ending the Year with a Balanced Budget

We have entered the last quarter of the FY 2017. During August, you should be reviewing your **July Monthly Spending Report** to make important decisions regarding how you are going to complete your fiscal year. If you are in the negative (red) in any area, you will need to cut back on your expenses to assure that you do not overspend your allocated funds. *(Continued on page 2)*

Ending the Year with a Balanced Budget (Continued from page 1)

If the budget needs to be amended, please contact your Veterans Options Counselors, **Thom Wilson (254)770-2359** or **Jenny Boucher (254)770-2239**, to discuss those changes.

As your financial Management service, PALCO, will pay any purchase that is authorized by your current budget. They cannot pay out more than is budgeted to be paid out in any area. For any purchase of goods or services other than Personal Care, Homemaker, Respite Care, and Escort services, you must tell us what area of the budget that expense is to be paid from to assure that your funds are properly disbursed. Requests for reimbursement must be on the **Employer Reimbursement Form**, available at www.ctadvrc.org.

Reimbursement Requests IMPORTANT DEADLINE!!

With the program year ending September 30, 2017, veteran employers **must submit all receipts by close of business on September 15, 2017.**

Any receipts submitted after September 15, 2017, cannot be paid and all unspent funds will be closed by the VA on September 30, 2017.

IMPORTANT Timesheet and Payroll Announcement

PALCO has announced that they will tighten the payroll requirements in the VDHCBS programs they manage, bringing them in line with other VDHCBS programs around the country.

PALCO will no longer run any off-cycle payments due to errors committed by providers or employers (i.e. missing documentation from packets, incorrect or late timesheets). Payments between payroll periods will be manually processed only when an error has been made by PALCO or by the CTADVRC VDHCBS office.

In the case of late submission of payroll by employers or providers, PALCO will guarantee payment in the next payroll period.

Timesheets and Notes from 1st – 15th of every month are due by close of business on the 18th of the month. Time Sheets and Notes from the 16th to the end of the month are due by close of business on the 3rd of the next month. We cannot assure payment if timesheets are not turned in on time.

There are three ways to submit Reimbursement Forms and Timesheets

- 1. Faxed to 254-770-2398 or**
- 2. Emailed to vdhcbcs@ctcog.org or**
- 3. Hand-Delivered to CTADVRC VDHCBS (2180 N. Main Street, Belton TX)**

For those of you who have selected the electronic newsletter, please go to www.ctadvrc for your forms and caregiver training. If you have selected hardcopies, they will be mailed to you.

Important Dates coming up:

September 1, 2017	Payroll Due by 5:00 PM
September 4, 2017	Labor Day – VDHCBS Office Closed
September 18, 2017	Payroll Due by 5:00 PM
October 3, 2017	Payroll Due by 5:00 PM
October 9, 2017	Columbus Day – VDHCBS Office Closed
October 18, 2017	Payroll Due by 5:00 PM
November 3, 2017	Payroll Due by 5:00 PM
November 10, 2017	Veterans Day – VDHCBS Office Closed
November 17, 2017	Payroll Due by 5:00 PM
November 23, 2017	Thanksgiving Holiday – VDHCBS Office Closed
November 24, 2017	Thanksgiving Holiday – VDHCBS Office Closed

