



HEALTH AND HUMAN SERVICES DIVISION

EFFECTIVE DATE: June 2021

REVISED DATE: October 1, 2023

SECTION: Indigent Health Care Administration

SUBJECT: Standard Operating Procedure for Funding Requests

PURPOSE:

To establish uniform procedures for submission, review, and recommendation of Indigent Health Care funding requests.

PROCEDURE:

The mission of the Citizens Healthcare Oversight Committee (COC) is to ensure the integrity and service quality of indigent health care in Polk County through responsible stewardship of public funds. The Health and Human Services (HHS) Division's Indigent Health Care (IHC) program provides funding to community partner agencies for the purpose of providing health care services to eligible Polk County residents.

These procedures are not applicable to funding designated for mandated programs or the Polk HealthCare Plan.

The following procedures are required when an Agency submits a request for new funding or modification to previously awarded funds:

\$100,000 or less:

- a. A Funding Request Form (See Appendix A) must be submitted in writing to IHC Administration. Requests will be accepted for review during the period of October thru December of each fiscal year **to be applicable the following fiscal year.**
- b. This scenario also applies to modifications to fee schedules.

- c. APPROVAL PATH:
 - i. HHS Administration makes recommendations to Deputy County Manager for funding consideration;
 - ii. Deputy County Manager approval;
 - iii. County Manager approval;
 - iv. Does not require COC vote and/or Board of County Commissioners' approval.

\$100,001 or greater:

- d. A Funding Request Form (See Appendix A) must be submitted in writing to IHC Administration. Requests will be accepted for review during the period of October thru December of each fiscal year **to be applicable the following fiscal year.**
- e. This scenario also applies to modifications to fee schedules.
- f. APPROVAL PATH:
 - i. HHS Administration makes recommendations to Deputy County Manager for funding consideration;
 - ii. Deputy County Manager and COC Chairperson consent for requestor to present request to full COC for funding consideration/approval;
 - iii. COC recommends funding approval;
 - iv. Request routed through County Management to be placed on Board meeting agenda for Board of County Commissioners consideration/approval

Please submit funding requests to IHC Grants & Project Development Specialist, Terri Saltzman, at terrisaltzman@polk-county.net. Please add "IHC Funding Request" in the subject line.