



**FY 2021
INTERAGENCY RATES COMMITTEE
FY 2021 Residential Child Care/Child Placement Agency Budget Filings
FORMS**

| FORMS | DESCRIPTION |
|---|---|
| Budget Application Forms BudgetFormsFY2021 | Contains program operating budget and expense information. |
| Budget Identification Form IRCIDFORM | Identify the type of budget submitted to the IRC. |
| Checklist IRCCCLIST | Submit this completed checklist with the Budget Packet. |
| Lease/Mortgage Summary IRCMORTGFORM | List the address, type of space, capacity and amount of the lease or mortgage and the terms of the agreement. Please provide lease agreement(s) that reconcile with the rent expense on budget line #14 as well as the amount identified on the Lease/Mortgage Summary. |
| Levels of Intensity Score Sheet | Describe the Levels of Intensity approved by the licensing agency. |
| Program Description Form IRCDESCRIPT | Description of the residential child care program. |
| Staffing Pattern Grid | Description of a typical staffing pattern for a 24-hour, 7-day week. Include the staffing for the period that school is in session and the staffing provided during the time school is not in session. |
| Treatment Foster Care – Board Rate Computation IRCBOARDFORM | Compute the proposed Board Rate for approval by the Department of Human Services. |
| Treatment Foster Care – Difficulty of Care Computation IRCDOCFORM | Compute the proposed Difficulty of Care Rate for approval by the Department of Human Services. |

**FY 2021
INTERAGENCY RATES COMMITTEE
FY 2021 Residential Child Care/Child Placement Agency Budget Filings
INSTRUCTIONS**

| INSTRUCTIONS | DESCRIPTION |
|--|--|
| Cost Guidelines | Define the allowable expenses for the care of children in out-of home placement. |
| Levels of Intensity Score Sheet | Instructions for completing the Levels of Intensity Score Sheet. |
| Provider Instructions IRCBUDINSTR | Guidance in completing the budget application. Before completing the budget forms, carefully read the instructions. |
| Staffing Pattern IRCSTAFFINSTR | Provides instruction for completing the staffing pattern grid for each licensed facility. |
| What's New FY2021 Tip Sheet | Lists any changes/modifications related to the rate setting process. |
| Levels of Intensity | FY 2016 Levels of Intensity document can be found on IRC website Levels of Intensity Manual |
| MD Residential Rehabilitation and Treatment Foster Care Services Description of Provider Type and Service Array | REFERENCE DOCUMENT ONLY: Provides guidance in identifying personnel duties and responsibilities for allocation across categories and is referenced in the Provider Instructions. |