**School Health Unit (SHU) Instructions for FY21 Budget Line Item Amendments/Adjustments**

**SHU is standardizing amendment requests to be in line to DPH Purchase of Service Office requirements. Below are the procedures for FY21 line item adjustments.**

*\*Please note, amendment requests should not increase or reduce the maximum award for program.*

Whencompleting FY21 line item budget amendments, please ensure that the budget form is completed in all the grey shaded areas to identify your school program. Use your current budget (as last amended) as the basis of your budget amendment.

**Prior to submitting budget amendment form to SHU have you competed the following on the budget form?**

* Complete the following in the shaded areas: your school name on Vendor Name, Vendor Code, FY(21) and today’s date.
* Do not change the amount in Column A, complete Column B, do not key anything in Column C.
* Complete the justification for each increase and each decrease in the given column.
* Ensure the total on Column B total is zero, there should be no -/+ balance.
* Ensure that Column A and Column C total are the same.
* Save the amendment as Schoolname-FY-AmendmentRequest#
* In the email subject line please **identify the school name and amendment (e.g. *FY21 Budget Amendment Request #1for Greengrass School*)**

**Please refer to the following examples when you are completing any justification for amending a budget line:**

|  |  |
| --- | --- |
| **JUSTIFICATIONS: NOT ACCEPTABLE**  Vague, difficult to monitor, not justified | **JUSTIFICATION: ACCEPTABLE**  Clear, justified, unambiguous, easy to monitor |
| * To meet goals and objectives of program. * To align budget with CSHS requirements. * As discussed with Contract Manager. * To respond to program needs. * To buy more program supplies. * To hire a consultant. * To prevent under-billing or reverting of funding. * To cover training costs. * To cover translation costs. * To cover administrative costs. * To increase Nurse Leader /Program Director’s salary. * To buy equipment for school health services. * To renovate reception room/build partition for medical waiting area. | * To hire a consultant to provide clinical supervision to direct care staff/case managers. * To cover consultant fees for review and translation of program curriculum by May 30. * To hire consultant to develop BRYT program. * To increase by 20 hours /month schedule of facilitator working with 3 more focus groups. * To fill vacancy following resignation of nurse/social worker in Mid-March 2020. * To hire two behavioral counselors to facilitate teens workshop. * To cover xx training costs for 70 participants. * To replace outdated screening equipment. |