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## POLICY MANUAL

### State Board of Behavioral Health and Developmental Services Department of Behavioral Health and Developmental Services

#### **\*POLICY 2010 (ADM ST BD)10-1 Review and Comment on Behavioral Health and Developmental Services Budget Priorities**

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**Authority** Board Minutes Dated September 14, 2010  
Effective Date February 26, 1986  
Approved by Board Chair Daniel E. Karnes

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**References** Section 37.2-203, of the *Code of Virginia* (1950) as amended.

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**Background** In 1985, the Board requested the development of a formal statement of policy to establish a process for Board/Department interactions in the preparation and submission of the Department's budget that will ensure that the budget reflects the Board's programmatic as well as fiscal policies.

Since the early 1990s the state budget process has changed significantly, and the budget documents now are considered Governor's Confidential Working Papers. It is not until the Governor's formal announcement of the budget in December that final figures become public.

Thus, in the years since the original implementation of this policy, the evolution of the state budget process requires significant changes in the timing and content of the Board's review and comment on budget priorities linked to the biennium budget schedule.

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**Purpose** To create a framework for Board review and comment on budget priorities for the Department's budget.

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**Policy** It is the policy of the Board that the Department shall inform the Board, through its Planning and Budget Committee, of the Commonwealth's budget development process and timeframes and of Administration priorities for agency budget submissions.

Further, it is also the policy of the Board that, through discussions with the Planning and Budget Committee, the Department shall work with the Board to assure that its budget submission packages reflect State Board policies and priorities.

It is the policy of the Board that in the years that the biennial budget is developed the Department shall present information to the Board at its biennial planning retreat about the status of major funding issues affecting the behavioral health and developmental services system and potential budget priorities to the extent they are known at that time.

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This interaction will ensure that budget priorities proposed for the next biennium reflect the Board's programmatic and fiscal policies.

It also is the policy of the Board that it shall provide a listing of its funding priorities for the behavioral health and developmental services system to the Governor, Secretary of Health and Human Resources, and Commissioner prior to the Department's submission of its biennial budget.

Further, it is the policy of the Board that when the proposed budget is released by the Governor, the Department shall present a written analysis of items in the proposed budget bill affecting behavioral health and developmental services to the Board as soon as possible. When the *Appropriation Act* is passed by the General Assembly, the Department shall present an analysis of items affecting behavioral health and developmental services.

“Finally, it is the policy of the Board that the Department shall provide a semi annual report of all federal grants currently under consideration as well as those being actively pursued. Additionally, the report will include all grants that have been submitted in the last six months. Finally, the reward status of all submitted grants will be outlined to the Board.”

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\*Note: This policy replaces the old policy 6001 (FIN) 86-1, *Process and Timetable for Board/Department interaction in Budget Preparation and Submission*.