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**POLICY MANUAL**  
**State Board of Behavioral Health and Developmental Services**  
**Department of Behavioral Health and Developmental Services**

**POLICY 4010 (CSB) 83-6 Local Matching Requirements for  
Community Services Boards and Behavioral Health Authorities**

**Authority**

Board Minutes Date: June 22, 1983  
Effective Date: July 1, 1983  
Approved by Board Chairman: s/Charles H. Osterhoudt

**References**

§ 37.2-500, § 37.2-509, § 37.2-601, and § 37.2-611 of the Code of Virginia  
Current Community Services Performance Contract

**Background**

Sections 37.2-500 and 37.2-601 of the Code of Virginia authorize the Department to provide funds to assist cities and counties in establishing, maintaining, and promoting the development of mental health, developmental, and substance use disorder services. Sections 37.2-509 and 37.2-611 establish criteria for allocation of these funds to community services boards and behavioral health authorities, hereafter referred to as CSBs, by the Department and limit these allocations to no more than 90 percent of the total amount of state and local matching funds provided for operating expenses, including salaries and other costs, or the construction of facilities, unless a waiver is granted by the Department pursuant to policy adopted by the Board. This provision establishes the minimum local matching funds requirement reciprocally at 10 percent.

Historically, the Department has encouraged CSBs to pursue funds and revenues aggressively and to maintain the highest level of local matching funds possible so that they can provide more services to individuals with mental illnesses, substance use disorders, intellectual disability, or co-occurring disorders who need those services. Periodically, economic conditions cause some local governments to limit or reduce funds available for human services. Decreased local matching funds and additional allocations of state funds have made the maintenance of high local match levels more difficult for some CSBs.

**Purpose**

To promote maximum financial support for community mental health, developmental, and substance use disorder services from local governments. This policy also is intended to afford enough flexibility for CSBs and the Department to

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	accommodate local matching funds shortfalls and still preserve current state grants and obtain additional state funds to maintain and expand services.
<b>Policy</b>	<p>It is the policy of the Board that the following funds are acceptable as local match for grants of state funds:</p> <ul style="list-style-type: none"><li>● local government appropriations;</li><li>● philanthropic cash contributions;</li><li>● in-kind contributions of space, equipment, and professional services; and</li><li>● interest revenue in certain circumstances.</li></ul> <p>All other funds or revenues, including fees, federal grants, and other funds and uncompensated volunteer services, are not acceptable as local match.</p> <p>It also is the policy of the Board that a CSB should maintain the same match ratio of all state to local matching funds that existed in the preceding fiscal year whenever possible. Exhibit A in the CSB's Community Services Performance Contract displays total local matching funds and the local match percent. If sufficient funds are not available to continue the same ratio, then a CSB should maintain at least the total amount of local matching funds received in the preceding fiscal year. Local matching funds shortages should be restored whenever possible because they:</p> <ul style="list-style-type: none"><li>● threaten the viability of existing services,</li><li>● eliminate opportunities to expand services,</li><li>● lessen chances of obtaining additional local matching funds in the future, and</li><li>● jeopardize maintenance of current state funding.</li></ul> <p>Further, it is the policy of the Board that the maximum acceptable aggregate CSB-wide ratio of all state to local matching funds is 90 percent to 10 percent of the total amount of those funds. If sufficient local funds are not available to sustain at least that ratio, that is if local matching funds fall below 10 percent, the CSB can request a waiver of this policy requirement in accordance with procedures established by the Department pursuant to § 37.2- 509 of the of the Code of Virginia and distributed with the current Performance Contract. Waivers are given annually on a renewable basis if the CSB provides adequate justification based on local economic factors so that service reductions and their consequent adverse effects on individuals receiving services can be avoided.</p> <p>Sections 37.2- 509 and 37.2- 611 of the Code of Virginia limit state participation to 90 percent of the total amount of state and local matching funds provided to a CSB for operating expenses, including salaries and other costs, or the construction of facilities. If that state participation percentage would be exceeded because of insufficient local matching funds, it also is the policy of the Board that state funds shall be reduced by the amount necessary to comply with that limit, unless the Department has granted a waiver of the matching funds requirement pursuant to § 37.2-509 of the of the Code of Virginia, this policy, and procedures established by the Department.</p>

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	Finally, it is the policy of the Board that the Department shall implement this policy and monitor and evaluate its effectiveness.
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