

DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

KY-Moms MATR Budget Justification and Proposed Expenditures Instructions

Please complete **Form 155E** which is the FY2025 **KY-Moms MATR Budget Justification and Proposed Expenditures**. This form has been developed by DBHDID to identify the spending plan for each KY-Moms Maternal Assistance Towards Recovery (KY-Moms MATR – includes Project Link). This form is to be submitted to DBHDID as part of the KY-Moms MATR application packet.

Form 155E requires both budget information and an explanation of how costs for the various expenditures were calculated. Please fill in the shaded areas of the form. Please note: Project Link is now included/calculated together in all KY-Moms documents.

Allowable expenditures are limited to:

1. Personnel Costs: Please be aware that salaries and fringe benefits for staff time directly devoted to implementation of the KY-Moms MATR program are the only allowable personnel expenditures. This may include time for prevention services, clinical and administrative supervision, administrative support, marketing, community education, and outreach services.
2. Implementation and Facility Costs: Implementation and facility costs are allowable expenditures under this funding. These costs can include materials, supplies, travel, cell phone, training, postage, printing, and other items necessary to the successful functioning of the project.
3. Flexible Funds (Wrap-Around): If your budget includes flexible funds (wrap-around funding), please attach your policy and procedure for expenditure of these funds. Your policy and procedure should identify specifically what the funds are to be used for and what the procedure is to apply for and approve use of the funds. Flexible Funds are not to be used as motivational incentives/contingency management.
4. Motivational Incentives/Contingency Management: The motivational incentives/contingency management budget is not to exceed 10% of total state allocated funds or \$10,000, whichever is less and are supported by state allocated funding sources.
 - i. Contingency Management (Case Management): Used in conjunction with the delivery of the case management services. When planning to use motivational incentives for case management clients, you will need to specify an evidence-based practice for contingency management that will be utilized. The purposes of contingency management are to encourage engagement in case management services; to help motivate clients to achieve identified goals while being directly involved in their care plan/treatment plan; to encourage attendance at prenatal appointments and mental health/substance use treatment; and to celebrate the success of behavioral changes.
 - ii. Prevention Motivational Incentives: Prevention Motivational Incentives may be used to encourage attendance with prevention education sessions, engagement and involvement in prevention education service delivery,

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completion of prevention education plans, and to encourage attendance or engagement with referral services, screenings, and or assessments.

iii. Provider Incentives:

Provider Incentives can be used to welcome and educate community partners in the referral and MOU/MOA process, encourage participation at trainings/meetings hosted by KY-Moms team members, as a thank you for referrals, or as a way to initiate referrals to KY-Moms MATR prevention or case management programs.

iv. Special Program Projects:

Special Program Projects consist of any special program projects that enhances KY-Moms MATR prevention or case management services and/or supports pregnant and postpartum individuals through special outreach efforts. These projects must be approved by the KY-Moms MATR DBHDID Liaison and are supported by the SUPTRS block grant funding.