Maryland Cancer Fund

Cancer Treatment Grant

Application Process

Maryland Department of Health & Mental Hygiene

Prevention and Health Promotion Administration

Center for Cancer Prevention and Control

Introduction

The **Maryland Cancer Fund** (MCF) provides Cancer Treatment Grants to eligible organizations for uninsured, low-income Maryland residents.

Who Can Apply

- Eligible Organizations are:
  - Local Health Departments
  - DHMH CCPC-funded cancer screening programs

Who Can Apply (cont.)

- Eligible Patients:
  - Are uninsured
  - Are Maryland residents
  - Have a family income less than 250% of the federal poverty level (See http://aspe.hhs.gov/poverty/ for the current federal poverty guidelines)
  - Have a finding of cancer or a suggestive finding of cancer within 6 months of the application date

Grant Awards

- Grant Awards are used to pay:
  - MHIP* Costs
    - For premiums, deductibles, coinsurance, copays
    - Up to $15,000 for direct costs
    - **NOTE: it is currently required to apply for MHIP* for a patient who has a confirmed cancer diagnosis when MHIP* is more cost effective and the patient is MHIP* eligible.**
  - Direct Costs
    - For cancer diagnosis and treatment
    - Up to $20,000 for direct costs
  - Indirect Cost
    - For additional expenses
    - Up to 7% of direct costs

*MHIP Standard enrollment ends 11/13/2013 with coverage ending 6/30/2014. MHIP+, Federal & Federal+ coverage ends 12/31/2013. Further instructions TBA.

Grant Awards (cont.)

- Award Period
  - 1 year
  - Established in Standard Grant Agreement.
- Award Availability
  - Funds are limited
  - Contact MCF Coordinator **BEFORE** submitting application

Fund Availability

- MCF is funded solely by donations
- Donations are limited
- Grant Awards are awarded based on donation levels
- If the applicant receives Cigarette Restitution Funds (CRF) allocated for treatment of targeted cancers, the CRF funds must be exhausted or obligated prior to applying for the MCF

Application Process

1. Contact MCF Coordinator for fund availability
   a. Call (410) 767-6213 or email sandra.buie-gregory@maryland.gov
   b. If funds are available, then you will receive a grant number to continue (**The application must be received within 30 days; if not, the funds will be released)**
   c. If funds are unavailable, then you will receive further instructions
2. Complete MCF application
3. Submit signed Standard Grant Agreement

Application Forms

1. Organization Application
2. Application Form
   a. Copy of MHIP* Application, or
   b. Non-MHIP Application
3. Proof of Income or Statement Certifying No Income
4. Proof of Residency

*MHIP Standard enrollment ends 11/13/2013 with coverage ending 6/30/2014. MHIP+, Federal & Federal+ coverage ends 12/31/2013. Further instructions TBA.

Application Forms (Cont.)

5. Physician Letter – Certification of Diagnosis
6. Cancer Treatment Plan and Budget
7. Certification
8. Consent Form
9. Fiscal Budget Forms (DHMH 432 A-H)

1. Organization Application

- Form DHMH 4682
- http://phpa.dhmh.maryland.gov/cancer/Documents/grants/Form_4682.pdf

1. Organization Application - Form

Maryland CANCER FUND

Organization Application
(Please Type or Print Clearly)

Name of Contact: _____
Name of Organization/Entity: _____
Address: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Name of Individual Patient Requiring Cancer Treatment: _____
Date of Birth: _____
Gender: _____
County of Residence: _____
Type & Stage of Cancer: _____

Please complete the following checklist for enclosures:

- ☐ Completed treatment application: Non-MHIP Treatment Application or copy of Maryland Health Insurance Plan [MHIP] Application, along with:
  - ☐ Proof of residency eligibility
  - ☐ Proof of annual family income or notarized statement of no income
- ☐ Physician letter (on physician's letterhead confirming individual diagnosed with cancer, treatment for cancer, or finding suggestive of cancer, date of diagnosis or treatment, specialty, medical license number)
- ☐ Treatment Plan and Budget
- ☐ Certification
- ☐ Consent
- ☐ Fiscal Budget Forms DHMH 432 A – H

Form DHMH 4682 (Revised 03/31/2013)

2a. Copy of MHIP* Application

- Found on MHIP's* website
- http://www.marylandhealthinsuranceplan.state.md.us/mhip/attachments/BRC6600.pdf

*MHIP Standard enrollment ends 11/13/2013 with coverage ending 6/30/2014. MHIP+, Federal & Federal+ coverage ends 12/31/2013. Further instructions TBA.

2b. Non-MHIP Application

- Form DHMH 4683
- http://phpa.dhmh.maryland.gov/cancer/Documents/grants/Form_4683.pdf

2b. Non-MHIP Application - Form

Maryland Department of Health and Mental Hygiene

Maryland CANCER FUND

Non-MHIP Application

PLEASE COMPLETE ALL AREAS OF THE APPLICATION, Pages 1-3
(If some areas do not apply, please mark "not applicable" or "N/A")

Instructions:

PAGE 1: **RESIDENCY ELIGIBILITY** – The patient must provide proof of Maryland residency for 6 months prior to the application date. **Please provide a copy of ONE of the following documents displaying patient's name AND current home address:**

- Maryland Driver's License
- Maryland State Identification Card
- Lease or Rental Agreement
- Property Tax Bill
- Motor Vehicle Registration
- Paycheck or Stub with Full Name and Home Address
- Utility Bill
- Voter Registration Card
- W-2 Statement (issued not more than 12 months ago)

INSURANCE ELIGIBILITY – The patient may not have any health insurance at the time of application and must remain uninsured during the time of service delivery.

PAGE 2: **ANNUAL FAMILY INCOME** – The patient must have an annual family income of not more than 250 percent of the federal poverty guidelines. Please list the total amount received from all sources of income before taxes are withheld.

FINANCIAL ELIGIBILITY
Please provide a copy of ONE of the following documents displaying patient's name AND current home address:

- **Most Recent Pay Stubs** – Must be for two pays in a row or two pays in the same month
- **Most recent income tax return**
- **Most recent W-2 form**
- **Social Security Entitlement Letter** – The Social Security Administration sends this by mail each January. It lists the amount the patient will receive each month.
- **Notarized Statement** – If the patient is not working, this statement should state that the patient is **not** working and does **not** have **any** income, or that the patient has not had any income in the past 6 months. This is a legal document and must be stamped and signed by a notary public. (See sample patient's statement DHMH Form 4685).

PAGE 3: **PATIENT AGREEMENT** – Please read carefully because the application is a legal document. The patient's signature indicates: (1) the statements that the patient made are true; (2) the MCF has the patient's permission to verify the patient's information provided; and (3) the organization applying on behalf of the patient has the patient's permission to release information regarding the patient's medical, financial, and insurance information to in the MCF.

INFORMATION CONTAINED IN THIS APPLICATION IS CONFIDENTIAL

Form DHMH 4683 (Revised 03/31/2013)

Non-MHIP Application
Maryland Cancer Fund
(Page 1 of 3)

PATIENT INFORMATION (Please type or print clearly)

Name: _____ Last _____ First ____ MI

Date of Birth: ☐☐/☐☐/☐☐☐☐ (MM DD YYYY)

Sex: ☐ Male ☐ Female

Marital: ☐ Separated ☐ Divorced ☐ Married ☐ Single/Never Married ☐ Widowed

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Unknown

Check all that apply:
Race: ☐ White ☐ Black or African American ☐ Asian ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander ☐ Other (Specify) _____

Patient Currently Employed: ☐ Yes ☐ No
If yes, place of employment: _____
If employed, how long? _____
Spouse Employed: ☐ Yes ☐ No
If yes, place of employment: _____
If employed, how long? _____

Home Address: _____ Number, Street / P.O.Box
_____
_____ City/Town _____ State _____ Zip Code _____ County of Residence

Maryland Resident: ☐ Yes ☐ No

Home Phone: ☐☐☐/☐☐☐/☐☐☐☐
Work Phone: ☐☐☐/☐☐☐/☐☐☐☐ **Ext:** ☐☐☐☐
Cell Phone: ☐☐☐/☐☐☐/☐☐☐☐ **E-Mail:** _____

EMERGENCY CONTACT

Name: _____ Last _____ First **Phone:** ☐☐☐/☐☐☐/☐☐☐☐
Address: _____

Relationship to Patient: ☐ Spouse ☐ Parent ☐ Child ☐ Other (Specify): _____

Contact Person for Organization Applying:

Name: _____ First _____ Last **Phone:** ☐☐☐/☐☐☐/☐☐☐☐

INSURANCE ELIGIBILITY

Do you have any health insurance? ☐ Yes: ☐ No

Form DHMH 4683 (Revised 03/31/2013)

2b. Non-MHIP Application – Form (cont.)

Non-MHIP Application
Maryland Cancer Fund
(Page 2 of 3)

ANNUAL FAMILY INCOME: The total received per year from all sources of income before taxes are withheld.

	INCOME (Please indicate week, month or year)				FOR OFFICE USE ONLY DOCUMENTATION
Patient Income (Includes Social Security and any other retirement benefits)	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
Spouse's Income (Includes Social Security and any other retirement benefits)	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
Parents' Income (If patient is a dependent child on parents' income tax return)	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
Child Support	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
Foster Child Supplement (If child(ren) counted in household composition)	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
Unemployment Insurance ☐patient ☐spouse ☐parent	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.	Start Date: End Date:	☐Yes ☐No ☐N/A Initial: ____
Workman's Compensation ☐patient ☐spouse ☐parent	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.	Start Date: End Date:	☐Yes ☐No ☐N/A Initial: ____
Social Security Disability Insurance ☐dependent child ☐patient ☐spouse ☐parent	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
Alimony ☐patient ☐spouse ☐parent	$.	☐ Week ☐ Month ☐ Year	Yearly Total: $.		☐Yes ☐No ☐N/A Initial: ____
TOTAL ANNUAL FAMILY INCOME			$.		

FINANCIAL ELIGIBILITY

To determine your financial eligibility for this program, we need to collect information regarding household composition and family-income. PROOF OF INCOME MUST BE ATTACHED – (Your most recent Income Tax Return is preferred. Otherwise, provide your W-2 Forms, Social Security Entitlement Letter, a minimum of 2 pay stubs in a row or 2 pays in the same month, or a notarized letter stating "No Income and No Employment" can be substituted).

FAMILY COMPOSITION

Please list the names and ages of all family members within the houshold and indicate their relationship to the patient. Include: patient, spouse, financially dependent child(ren) and all other dependents listed on your income tax return form. If the patient is a child, include: child, parent, foster parent, or guardian, sibling(s).

LAST NAME	FIRST NAME	AGE	RELATIONSHIP TO PATIENT
1.			
2.			
3.			
4.			
5.			

If there are more than five (5) family members within the household, please continue the list on a separate sheet and attach.

Total number of people in family, including patint: ☐

Form DHMH 4683 (Revised 03/31/2013)

Non-MHIP Application
Maryland Cancer Fund
(Page 3 of 3)

PATIENT AGREEMENT
(Please read carefully before signing)

I certify that all the information on this form is true, correct and complete. I understand that any false statements would subject me to penalties under State law and would result in a denial of grant eligibility.

I authorize the Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control, Maryland Cancer Fund (MCF) to verify any information provided by me on this form. I will provide proof of any information on this form as required by the MCF.

I agree to allow the _____
Name of Organization

to release the medical/financial/insurance information regarding my cancer treatment and the Maryland Department of Health and Mental Hygiene that administers the Maryland Cancer Fund.

Signature of Patient or Parent/Guardian

Name of Contact Person for Organization Applying (Please Print or Type)

Name of Patient (Please Print or Type)

Address of Contact Person (Please Print or Type)

Date of Application

Office Phone of Contact Person

RETURN COMPLETED MCF APPLICATION TO:

Maryland Cancer Fund
Maryland Department of Health and Mental Hygiene
201West Preston Street, Room 306
Baltimore, Maryland 21201

For questions, please call (410) 767-6213

INFORMATION CONTAINED IN THIS APPLICATION IS CONFIDENTIAL

Form DHMH 4683 (Revised 03/31/2013)

3. Proof of Income

- Proof of annual family:
  - Most recent income tax return
  - Most recent W-2 form
  - Pay stubs for two consecutive pays or two pay within the same month
  - Social Security entitlement

- NOTE: When a copy of the applicant's most recent income tax return is submitted as proof of income, the form must be signed; or if filed electronically, the electronic filing verification form must be attached.

3. Statement Certifying No Income

- For patients with no income
- Notarized letter stating that the individual is not working and has no income

3. Statement Certifying No Income - Form

STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein M.D., Secretary

Prevention and Health Promotion Administration

Michelle Spencer, MS, Director

Donna Gugel, MHS, Deputy Director

Ilise D. Marrazzo, RN, BSN, MPH, Acting Director, Maternal and Child Health Bureau

Deborah B. McGruder, MPH, PMP, Director, Infectious Disease Bureau

Clifford S. Mitchell, MS, MD, MPH, Director, Environmental Health Bureau

Donald Shell, MD, MA, Director, Cancer and Chronic Disease Bureau

Statement Certifying No Income

Maryland Cancer Fund – Cancer Treatment Grant

I, _____, state that:

I am not employed at this time and receive no unemployment compensation, support, or income of any kind. I live with my _____ (parents, friend, relative, etc.) and receive only room and board. I receive

Check all that apply:

Yes ☐ No ☐ Food Stamps

Yes ☐ No ☐ Cash Assistance/Temporary Cash Assistance/TEMA

Yes ☐ No ☐ Housing Allowance (voucher)

_____ (Patient Signature) _____ (Date)

Notary Acknowledgement

STATE OF MARYLAND)

) SS

_____)

On _____, before me, the undersigned, a Notary Public in and for said County/City and State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same.

Subscribed and sworn to before me this _____ day of _____, 20____.

Witness my hand and official Seal

_____

Notary Public in and for said County/City and State

Notary Public:_____

Date:_____

My commission expires on _____

201 W. Preston Street, Baltimore, Maryland 21201
410-767-6742 Fax 410-333-5995
Toll Free 1-877-4MD-DHMH TTY for Disabled
Maryland Relay Service 1-800-735-2258

500 N. Calvert Street, 5th Fl, Baltimore, Maryland 21202
410-767-5227 • Fax 410-333-6333 • TDD for Disabled 410-333-4800
Toll Free 1-800-358-9001 • TTY for Disabled
Maryland Relay Service 1-800-735-2258

Web Site: http://phpa.dhmh.maryland.gov

Form DHMH 4685 (Revised 03/31/2013)

4. Proof of Residency

- Show residency for at least 6 months prior to the application date
- Proof of current Maryland residency
  - Maryland driver's license or State identification card
  - Lease or rental agreement
  - Property tax bill
  - Motor vehicle registration
  - Pay check or stub with name and home address
  - Utility bill
  - Voter registration card
  - W-2 Statement issued not more than 12 months ago

5. Physician Letter

- A letter written by the patient's physician
- On the physician's letterhead
- Letter must:
  - Confirm the individual's cancer diagnosis or the individual is being treated for cancer or the individual has a finding suggestive of cancer
  - Confirm the dates of diagnosis or treatment
  - Contain the physician's full name, address, specialty and medical license number

NOTE: When a current recipient of a Cancer Treatment Grant is diagnosed with or has a suggestive finding of a second cancer, the organization administering the grant must seek approval of coverage for the second cancer.

5. Physician Letter - Form

(Insert Letterhead)

Physician Letter
Certification of Diagnosis

Date

Physician's Full Name
Address
Specialty
Medical License Number

Dear Maryland Cancer Fund Coordinator:

This letter is to certify that _____,
(Patient Name)

☐ has been diagnosed with _____, on _____.
(Type of Cancer) (Date of Diagnosis)

OR

☐ is being treated for _____, and began treatment on _____.
(Type of Cancer) (Date of Treatment)

OR

☐ has a finding suggestive of _____and needs to obtain a cancer diagnosis.
(Type of Cancer)

Sincerely,

Physician's Signature

6. Cancer Treatment Plan and Budget

- Form DHMH 4684
- http://phpa.dhmh.maryland.gov/cancer/Documents/grants/Form_4684.pdf

6. Cancer Treatment Plan and Budget - Form

Maryland CANCER FUND

Cancer Treatment Plan and Budget

Name of Organization/Entity applying for Grant: _____

Patient Name: _____ Date of Birth: _____

Diagnosis: _____ Date of Diagnosis: _____

Comments: _____

_____

Treatment Plan from _____ (date) to _____ (date) Primary Treating Physician's Name: _____

Procedure and Frequency of Treatment	Date Anticipated	Estimated Costs	Basis for costs (Medicaid rate, HSCRC-regulated rate, or MHIP rate)
Sub Total for Treatment			
Indirect costs (Maximum of 7%)			
Total Requested (Treatment + Indirect)			

Form DHMH 4684 (Revised 03/31/2013)

7. Certification

- Form DHMH 4681
- http://phpa.dhmh.maryland.gov/cancer/Documents/grants/Form_4681.pdf

7. Certification - Form

Maryland Cancer Fund

Certification

As the Applicant and Grantee of the Maryland Cancer Fund (MCF) Cancer Treatment Grant, we certify that the award will not be used to supplant any existing funding for cancer treatment of this individual patient.

Organization Name: _____

Patient Name: _____

☐ We **do not** receive any other funding for payment and/or reimbursement for the patient's cancer treatment
(that is, either we do not receive any other funding for payment or reimbursement for *any* cancer treatment activities OR we receive funding for payment or reimbursement of cancer treatment but that funding is expended or obligated to other individuals for this Fiscal Year).

☐ We **do** receive other funding for payment and/or reimbursement for the patient's cancer treatment as listed below, but still request MCF funds:

Source	Title or Activity	Amount	Period for Activities

Rationale for need for MCF Funds:

☐ Estimated costs of cancer treatment exceed available funding for Payment

☐ Other _____

_____

Form DHMH 4681 (Revised 03/31/2013)

We, the Applicant and Grantee of the MCF Cancer Treatment Grant, further certify that:

- ☐ The patient meets the residency, insurance and income requirements of the Maryland Cancer Fund program.
- ☐ For Non-MHIP applicants: We shall reimburse the provider(s), (or if we are a provider then we will accept) an amount not greater than the Medicaid or HSCRC- regulated rate (if applicable) for medical procedures performed.
- ☐ We will retain all records pertaining to this grant award for 3 years unless directed by the Maryland Department of Health & Mental Hygiene to retain longer.
- ☐ We will maintain, as confidential, all medical and financial information pertaining to the patient, their treatment and his/her family.

I certify that we are (check all that apply):

- ☐ A Maryland Local Health Department
- ☐ A cancer screening program funded by the Maryland Department of Mental Health and Hygiene, Center for Cancer Prevention and Control:
  - ☐ Breast/Cervical Cancer Program
  - ☐ Cigarette Restitution Fund
  - ☐ Baltimore City Centers for Disease Control and Prevention Colorectal Screening Demonstration Program
  - ☐ Maryland Cancer Fund Cancer Early Detection/Secondary Prevention Grantee
  - ☐ Other: _____

_____ Signature of Contact

_____ Date

_____ Name of Contact (Print)

_____ Name of Organization

Form DHMH 4681 (Revised 03/31/2013)

8. Consent

- Form DHMH 4686
- http://phpa.dhmh.maryland.gov/cancer/Documents/grants/form_4686.pdf

8. Consent - Form

Maryland CANCER FUND

Consent Form for Treatment
[Program] [Health Department]

The Maryland Department of Health and Mental Hygiene (DHMH) distributes grants for the Maryland Cancer Fund to the [**Program**]. The funds for this program are provided by the Maryland taxpayers who donate money through the state income tax check off system.

You must read, sign and date this form so that [Program] may pay for your [type of cancer] treatment or diagnostic workup.

- I authorize doctors and other medical providers (including laboratories and radiology facilities) to give the results of my screening(s), laboratory test(s), surgical consultations, biopsy(ies), cancer size and stage, treatment recommendations (if applicable), and/or operations related to cancer screening, diagnosis, and treatment to the [**Program**]. I further authorize doctors and other medical providers to give to the [**Program**] information from my medical history about past cancer screenings, diagnoses, and results. I also authorize the [**Program**] to share medical information with the DHMH.
- I understand that if I am found to need more tests to diagnose a finding suggestive of cancer identified during diagnostic services, the [**Program**] will pay for these tests using the Maryland Cancer Fund – Cancer Treatment Grant.
- I understand that the [**Program**] will pay for future visits, tests, and procedures to treat my [**type of cancer**] under the Maryland Cancer Fund – Cancer Treatment Grant funding to the extent of available funds--$[**amount of award**].
- I understand that if I need additional tests or treatment that cost more than the $[**amount of award**], the [**Program**] will not be able to pay for these services. A doctor, hospital, or other care program may bill me for tests or treatment.
- I understand that the information I provide and the results of my [**type of cancer**] tests or treatment will be kept confidential by the [**Program**] and the DHMH. Information will be used for statistical, clinical, and program management purposes only. I may inspect, amend, and correct the information on my records. Information will not be disclosed again to others except as allowed or required by Maryland or Federal law.

This consent form is valid for one year from the date it is signed. I have read the about statements and agree to them.

_____ Date

_____ Name

_____ Signature

Form DHMH 4686 (Revised 03/31/2013)

9. Fiscal Budget

- Form DHMH 432 A-H
- http://dhmh.maryland.gov/SitePages/sf_gacct.aspx

9. Fiscal Budget – Forms DHMH 432 A, B, C

STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
HUMAN SERVICES CONTRACT PROPOSAL

A. Vendor Information: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Telephone: _____

Mailing Address (if other than shown above): _____
Federal Employer I.D.: _____ Minority Enterprise Yes No

Fiscal Year or Period for which Funds are Requested: _____

Type of Service To Be Funded: _____
Performance Measures Detail Attached Yes No

Area/Jurisdiction To Be Serviced: _____
Does the Organization Do Fundraising: Yes No
Are any of the State supported costs being used to generate fundraising dollars Yes No

Type of Proposal: New One-Time Only Renewal Supplement

B. Affirmations and Signature of Certifying Official: (Mark Appropriate Box(es))

- If the local health officer has not signed below, a copy of this application was sent to that official simultaneously with this submission
- A program narrative is attached for each service.

On behalf of the governing board or other executive authority of the above named organization, I affirm that the information and estimates conveyed in this application are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Name Printed or Typed: _____ Title: _____

C. Third Party Review:

Reviewing Official	Signature	Date	Reviewed	Approved	Disapproved	Attached
Local Health Officer						
Advisory Council						
Local Govt. Auth.						
Regional Director						
Other (Specify)						

D. For DHMH Use Only _____

DHMH 432A (Rev. Feb. 1997)

PROGRAM BUDGET

PROGRAM ADMINISTRATION: _____
GRANT NUMBER: _____ DATE SUBMITTED: _____
CONTRACT PERIOD: _____ FISCAL YEAR: _____
ORGANIZATION: _____ PHONE #: _____
STREET ADDRESS: _____
CITY, STATE, COUNTY: _____ ZIP: _____
PROGRAM TITLE: _____
CHARGEABLE SERVICES (Y/N) _____ DHMH PROVIDES 50% OR MORE OF FUNDING (Y/N)
FOR DHMH USE ONLY _____

LINE ITEMS MAY NOT BE CHANGED	DHMH FUNDING REQUEST	SUPPLEMENTAL FUNDING REDUCTION	OTHER DIRECT FUNDING FED./STATE LOCAL & GOV'T	ALL OTHER AGENCY	TOTAL OTHER FUNDING	PROGRAM BUDGET
SALARIES/SPECIAL PAYMENTS						
FRINGE						
CONSULTANTS						
EQUIPMENT						
PURCHASE OF SERVICE						
RENOVATION						
CONSTRUCTION						
REAL PROPERTY PURCHASE						
UTILITIES						
RENT						
FOOD						
MEDICINES & DRUGS						
MEDICAL SUPPLIES						
OFFICE SUPPLIES						
TRANSPORTATION/TRAVEL						
HOUSEKEEPING/ MAINTENANCE/REPAIRS						
POSTAGE						
PRINTING/DUPLICATION						
STAFF DEVELOPMENT/ TRAINING						
CLIENT ACTIVITIES						
ADVERTISING						
INSURANCE						
LEGAL/ACCOUNTING/AUDIT						
PROFESSIONAL DUES						
OTHER (ATTACH ITEMIZATION)						
TOTAL DIRECT COSTS						
INDIRECT COST						
TOTAL COSTS						
LESS: CLIENT FEES						
DHMH FUNDING						

DHMH 432B (Rev. Feb. 1997)

PROGRAM BUDGET
ESTIMATED PERFORMANCE MEASURES

PROGRAM ADMINISTRATION: _____ AWARD NUMBER: _____
FISCAL YEAR: _____ CONTRACT PERIOD: _____ SUBMITTED: _____
ORGANIZATION _____ PHONE NUMBER: _____
ADDRESS: _____ ZIP: _____
PROGRAM TITLE: _____

PERFORMANCE MEASURE	BUDGET YEAR FY _____ ESTIMATE

DHMH 432C (Feb. 1997)

9. Fiscal Budget – Forms DHMH 432 D, E, F

MARYLAND
Department of Health and Mental Hygiene

ORGANIZATION: ______________________
AWARD NUMBER: __________ FISCAL YEAR __________
FOR DHMH USE ONLY: __________________

SCHEDULE OF SALARY COSTS
MERIT SYSTEM ______

JOB TITLE OR CLASSIFICATION	NAME OF PERSON FILLING POSITION	GRADE AND STEP	HOURS PER WEEK	TYPE OF SERVICE	SALARY DHMH FUNDING	SALARY TOTAL PROGRAM BUDGET
TOTAL (MUST EQUAL 432B						

DHMH 432D (Rev. Feb. 1997)

ORGANIZATION: ______________________
AWARD NUMBER: __________ FISCAL YEAR __________
FOR DHMH USE ONLY: __________________

SCHEDULE OF CONSULTANT COSTS

NAME OF CONSULTANT	PROFESSIONAL AREA	HIGHEST DEGREE HELD	HOURLY RATE	TOTAL HOURS	TOTAL DHMH COSTS	TOTAL PROGRAM BUDGET
TOTAL (MUST EQUAL 432B)						

DHMH 432E (Rev. Feb. 1997)

SCHEDULE OF EQUIPMENT COSTS

			DHMH FUNDING	TOTAL PROGRAM BUDGET
LIST OF MISCELLANEOUS EQUIPMENT COSTING UNDER $500 EACH				
LIST BELOW EACH EQUIPMENT ITEM COSTING OVER $500				
DESCRIPTION	CLIENT or OFFICE	NEW or REPLACEMENT		
TOTAL (MUST EQUAL 432B)				

DHMH432F (Rev. Feb. 1997)

9. Fiscal Budget – Forms DHMH 432 G, H

MARYLAND
Department of Health and Mental Hygiene

PURCHASE OF SERVICE

SERVICE	VENDOR	PERFORMANCE MEASURES NUMBER UNITS PURCHASED (e.g., HRS, VISITS, ETC.)	DOLLARS	
			DHMH	TOTAL
TOTAL	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX		

***Total must equal 432B*

DHMH432G (Feb. 1997)

ANTICIPATED SOURCES OF FUNDING

SOURCES	AMOUNT
DHMH AWARD	
DHMH SUPPLEMENT	
LOCAL GOV'T	
OTHER AWARD - FED, STATE OR PRIVATE AGENCY (SPECIFY)	
FEES	
DHMH CLIENT FEE COLLECTIONS	
OTHER CLIENT FEE COLLECTIONS	
MEDICAID PAYMENTS	
MEDICARE PAYMENTS	
INSURANCE/PRIVATE	
SSI	
OTHER - IDENTIFY	
FUNDRAISING/DONATIONS	
UNITED CHARITIES	
INTEREST	
Total Funding (Must Equal Total Costs in Total Program Budget on Budget Face Sheet	

IN-KIND CONTRIBUTIONS (IDENTIFY)	VALUE

TOTAL CASH PLUS IN-KIND	

DHMH432H (Rev. Feb.1997)

on
13

Application Process

1. Contact MCF Coordinator for fund availability
   a. Call (410) 767-6213 or email sandra.buie-gregory@maryland.gov
   b. If funds are available, then you will receive a grant number to continue
   c. If funds are unavailable, then you will receive further instructions
2. Complete MCF application
3. Submit signed Standard Grant Agreement

STANDARD GRANT AGREEMENT

- Legal contract between DHMH & Grantee
- Provides proposed award period and award amount
- Schedule of fiscal reporting
- Signed by Health Officer & DHMH
  - 3 copies
  - Blue ink

Award Confirmation

- Award Letter
  - To Health Officer & Program Coordinator
  - Terms and conditions
  - Purchase Order

Fiscal Reporting

- Forms include:
  - DHMH Form 437
  - DHMH Form 438
  - DHMH Form 440
  - Final Comprehensive Report

Fiscal Reporting (cont.)

- Request for Payment
- Submit 437 & 438 quarterly

Fiscal Reporting (cont.)

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
HUMAN SERVICE AGREEMENT
REQUEST FOR PAYMENT - VENDOR INVOICE - DHMH 437 FORM

1) VENDOR NAME _____
2) VENDOR ADDRESS _____
3) CITY/STATE/ZIP _____
4) PROJECT TITLE _____
5) TELEPHONE NUMBER _____
6) DIRECTOR'S NAME _____
7) FEDERAL EMPLOYER ID _____

8) STATE FISCAL YEAR : _____
9) CONTRACT AWARD #: _____
10) REQUESTING PERIOD: _____ TO _____

By my signature, I attest that this information is correct, that the requested payment is just and correct and that payment for the same services/period have not been requested previously.

11) SIGNATURE _____ (Blue Ink) DATE _____

PART A. Award - Human Service Agreement

Amount of Human Services Award $ _____

Amount of CSA Administrative Award $ _____

PART B. Vendor's Request - Human Service Agreement

Amount of Human Services Award Request $ _____

Amount of CSA Administrative Request $ _____

Total Payment Request $ _____

PART C. DHMH SUBPROVIDER BUDGET REVIEW ATTESTATION (FOR DHMH USE ONLY)

We have reviewed and maintain on file, documentation of the DHMH subprovider budgets included in the purchase of service line item in the DHMH provider budget for this human service agreement or have a similar assurance by the vendor of record on file.

DHMH Funding Administration Representative _____ (Print Name) _____ (Signature)

Date _____

NOTE: *The above attestation is required before any invoice, after and including the October(quarterly) or November (bi-monthly) vendor invoice, can be paid by the Division of Program Cost and Analysis.*

PART D. DHMH PAYMENT (FOR DHMH USE ONLY)

Amount of Human Services Payment $ _____

Amount of CSA Administrative Payment $ _____

Total Approved Payment $ _____

Approved By _____

Date _____

Notes: _____

DHMH 437 (Revised August 2001)

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
HUMAN SERVICE AGREEMENTS
DHMH 438
INTERIM REPORT OF ACTUAL EXPENSES, RECEIPTS AND PERFORMANCE MEASURES

SECTION I.

1) VENDOR NAME _____
2) VENDOR ADDRESS _____
3) CITY/STATE/ZIP _____
4) PROJECT TITLE _____
5) TELEPHONE NUMBER _____
6) CONTACT PERSON _____
7) DIRECTOR'S NAME _____
8) FEDERAL EMPLOYER ID _____

9) CONTRACT AWARD# _____
10) STATE FISCAL YEAR _____
11) REPORT PERIOD _____ TO _____

By my signature, I attest that the information contained is correct, that payment requested is just and correct and that payment has not been requested previously.

12) SIGNATURE _____ BLUE INK DATE

SECTION II. SUMMARY OF EXPENDITURES

LINE ITEMS MAY NOT BE CHANGED	APPROVED TOTAL PROGRAM BUDGET	ACTUAL EXPEND. THRU	VARIANCE UNDER (OVER)
SALARIES/SPECIAL PMTS			0.00
FRINGE			0.00
CONSULTANTS			0.00
EQUIPMENT			0.00
PURCHASE OF SERVICE			0.00
RENOVATION			0.00
CONSTRUCTION			0.00
REAL PROPERTY PURCHASE			0.00
UTILITIES			0.00
RENT			0.00
FOOD			0.00
MEDICINES & DRUGS			0.00
MEDICAL SUPPLIES			0.00
OFFICE SUPPLIES			0.00
TRANSPORT/TRAVEL			0.00
HOUSEKEEPING/			0.00
MAINTENANCE/REPAIRS			0.00
POSTAGE			0.00
PRINTING/DUPLICATION			0.00
STAFF DEVELOPMENT/			0.00
TRAINING			0.00
CLIENT ACTIVITIES			0.00
ADVERTISING			0.00
LEGAL/ACCOUNTING AUDIT			0.00
OTHER			0.00
TOTAL DIRECT COSTS	0.00	0.00	0.00
INDIRECT COST			0.00
TOTAL	0.00	0.00	0.00

DHMH 438 (REV. August 2001)

SECTION III SUMMARY OF RECEIPTS

SOURCE OF FUNDS	ACTUAL RECEIPTS	DPCA ONLY
DHMH		
OTHER STATE		
LOCAL GOVT.		
DIRECT FEDERAL		
FUND RAISING		
UNITED CHARITIES		
INTEREST		
CARRYOVER		
FOOD STAMPS		
OTHER (SPECIFY)		
-CLIENT FEES-		
PRIVATE PAY		
MEDICAID		
MEDICARE		
INSURANCE		
SSI		
OTHER (SPECIFY)		
TOTAL	0	

SECTION IV. PERFORMANCE MEASURES

PERFORMANCE MEASURE	BUDGET ESTIMATE	YTD THRU

Fiscal Reporting (cont.)

- Annual Report - 440 closes grant
- Final Comprehensive Report – Provides summary of grant activity
- Submit 60 days after grant end date

Fiscal Reporting (cont.)

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
HUMAN SERVICE AGREEMENTS
ANNUAL REPORT (DHMH 440)

SECTION I.

LOCAL HEALTH DEPT:	0
ADDRESS:	0
CITY, STATE, ZIPCODE:	0
PROJECT TITLE:	0
TELEPHONE #:	0
CONTACT PERSON:	
FEDERAL I.D. #:	0

GRANT NUMBER:	0
FISCAL YEAR:	0
AWARD PERIOD:	0
TOTAL DHMH AWARD:	0

SIGNATURE: (Blue Ink)

DATE:

SECTION II:

Total	0.00	0.00	0.00

SUMMARY OF EXPENDITURES

	Line Items	Final Approved Total Program Budget	Actual Expenditures	Variance Under(Over)
1	Salaries			0.00
2	FICA			0.00
3	Retirement			0.00
4	Def Compensation			0.00
5	Health Insurance			0.00
6	Retiree Health Insurance			0.00
7	Unemployment Insurance			0.00
8	Workmen's Compensation			0.00
9	Overtime Earnings			0.00
10	Additional Assistance			0.00
11	Adjustments			0.00
12	Special Payments Payroll (SPP)			0.00
13	FICA-Special Payments Payroll			0.00
14	Unemployment Insurance - SPP			0.00
15	Contractual Services - Other			0.00
16	Postage			0.00
17	Telephone			0.00
18	In-state Travel			0.00
19	Out-of-State Travel			0.00
20	Training			0.00
21	Stipend/Tuition			0.00
22	Electricity			0.00
23	Water			0.00
24	Utilities - Combined			0.00
25	Gas and Oil			0.00
26	Insurance & Title			0.00
27	Vehicle Maintenance & Repair			0.00
28	Advertising			0.00
29	Ambulance Service			0.00
30	Personnel Investigations			0.00
31	Contractual Labor			0.00
32	Repairs			0.00
33	Photocopier Rental			0.00
34	Equipment Service			0.00
35	Software			0.00
36	Software Maintenance			0.00
37	Maintenance			0.00
38	Housekeeping			0.00
39	Indirect Cost			0.00
40	Laboratory Services			0.00
41	Photography (Commercial)			0.00
42	Printing			0.00
43	Purchase of Care			0.00
44	Trash Disposal			0.00
45	Human Service Contracts			0.00
46	Special Projects			0.00
47	Cleaning Supplies			0.00
48	Educational Supplies			0.00
49	Food			0.00
50	Medicine, Drugs and Chemicals			0.00
51	Medical Supplies			0.00
52	Office Supplies			0.00
53	Paper Articles			0.00
54	Computer Equipment			0.00
55	Office Equipment			0.00
56	Personal Computer Equipment			0.00
57	Medical Equipment			0.00
58	Office Equipment			0.00
59	Dues & Memberships			0.00
60	Insurance			0.00
61	Rent			0.00
62	Subscriptions			0.00
63	Other (Attach Detail)			0.00

SECTION III:

SUMMARY OF RECEIPTS

Source of Funds	Actual Receipts	DGA Use Only
DHMH STATE PAID EXPEND.		
Other State		
Local Government		
Direct Federal		
Fund Raising		
United Charities		
Interest		
Carryover		
Food Stamps		
Contingency Fund		
Other (Specify)		
- Client Fees -		
Private Pay		
Medicaid		
Medicare		
Insurance		
CCI		
Other (Specify)		
TOTAL	0.00	

SECTION IV:

RECONCILIATION (DPCA Use Only)

Total Receipts	0.00
Total Expenditures	0.00
Variance - Under(Over)	0.00
(CSA Only) $ To Contingency Fund	

DPCA Action:

BY:

DATE:

DHMH 440 (Rev. January 2003)

MCF Final Comprehensive Report
T-10-00/FHA-000/M00P00000

Type of Cancer:

Stage of cancer at Diagnosis:

Age:

Race:

Gender:

County:

Amount of Funds Expended: (Provide a brief description of the expenditures.)

Brief Summary of Treat Received: (Provide a brief description of the treatment provided.)

Wawa Gift Cards

- $10 Wawa gift cards for patients to be used for transportation to and from medical appointments
- Submit request to MCF Coordinator

QUESTIONS?

MCF Coordinator

Sandra Gregory

(410) 767-6213

sandra.buie-gregory@maryland.gov

Prevention and Health Promotion Administration

http://phpa.dhmh.maryland.gov