



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

December 7, 2010

TO: Finance Directors and Executive Directors of Prepaid Inpatient Health Plans (PIHPS) and Community Mental Health Services Programs (CMHSPS)

FROM: Mark K. Kielhorn, Director 
Division of Program Development, Consultation and Contracts
Bureau of Community Mental Health Services
Mental Health and Substance Abuse Administration

SUBJECT: FY 10 Administrative Expenditure Reporting Requirements

This memorandum transmits the Administrative Cost Reporting requirements for FY 10 expenditures to meet FY 10 contractual reporting requirements.

The administrative cost report is due by Thursday, March 31, 2011, and should be submitted at MDCH-MHSA-Contracts-MGMT@michigan.gov. The forms and instructions will also be posted to the MDCH Mental Health and Substance Abuse Administration website for reporting requirements at: www.michigan.gov/mdch/0,1607,7-132-2941_38765---,00.html. Please share these forms and instructions with your staff. If you have questions, please direct them to Doris Gellert at gellert@michigan.gov.

Attachments

Cc: Michael J. Head
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Doris Gellert
Judy Webb
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