



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

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DIRECTOR

January 24, 2012

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

FROM:  Thomas Renwick, Interim Director
Division of Program Development, Consultation and Contracts
Bureau of Community Mental Health Service

SUBJECT: FY 11 Administrative Expenditure Reporting Requirements

This memorandum transmits the Administrative Cost Reporting requirements for FY 11 expenditures to meet FY 11 contractual reporting requirements.

The administrative cost report is due by March 31, 2012, and should be submitted at MDCH-MHSA-Contracts-MGMT@michigan.gov. The forms and instructions will be posted to the MDCH Mental Health and Substance Abuse Administration website for reporting requirements at: http://www.michigan.gov/mdch/0,4612,7-132-2941_38765---,00.html. Please share these forms and instructions with your staff. If you have questions, please direct them to John Duvendeck at Duvendeck@michigan.gov.

Attachments

cc: Lynda Zeller
Elizabeth Knisley
Judy Webb
John Duvendeck