



Regional Encumbrance Screening Information & Cover Sheet

Is a Regional Encumbrance application to HHS necessary?

Does the Mental health and disability services region wish to encumber a percentage ($\leq 10\%$) of the direct and purchased administration expense from the region's approved FY25 annual service and budget plan?	Yes	No
Has the Mental health and disability services region entered into a multi-year contractual obligation with aim to develop required core mental health and disability services; that commitment meets criteria outlined in 441—25.13(6) ; and the region wishes to claim the obligation as an acceptable encumbrance?	Yes	No
If the answer to either of these questions is yes, a Regional Encumbrance application must be submitted to HHS. Approval of acceptable encumbrances must be obtained for amounts to be excluded from the calculation of ending fund balance.		

Checklist for Regional Encumbrance application

Purchase Order or Contract to accompany each financial obligations listed on application for regional encumbrance?	
Evidence to demonstrate that commitments were entered into by formal action of the region's governing board?	
Additional information for multiyear projects: <ul style="list-style-type: none"> • A project timeline • Commitment dollar amount for FY25 • Description of activities related to required core services 	

Applications & supporting documentation submitted electronically to HHS by 11:59pm, July 31st, 2024.