

Exhibit K, Payment for Services Provided

1. Payment for Services

HHSC will reimburse the Grantee for allowable costs for services performed satisfactorily and will be made in accordance with *Texas Government Code* Chapter 2251. Reimbursement of costs will be based on actual expenses incurred in accordance with **Section V. Grant Funding and Reimbursement Information.**

Satisfactory performance of this contract will be measured by:

- A. Adherence to the contract;
- B. Results of independent audit reports; and
- C. Timeliness, completeness, and accuracy of data entry and required reports.

2. Budget Categories

2.01 Budget Categories

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$0	\$0	Fringe Benefits	\$0	\$0
	Travel	\$0	\$0	Equipment	\$0	\$0
	Supplies	\$0	\$0	Contractual	\$0	\$0
	Other	\$0	\$0	Indirect Costs	\$0	\$0
TOTAL FOR:	Distribution Totals		\$0	Budget Total		\$0

2.02 HHSC, in its sole discretion, may approve fund transfers between budget categories upon Grantee’s written request that must include a detailed explanation that supports the need for the fund transfer. Grantee must seek HHSC’s written approval prior to making any fund transfers.

3. Billing Instructions

Grantee shall submit requests for reimbursement for services provided with Program funds on the program-designated Monthly Reporting Packet (MRP) monthly within 30 Calendar Days following the end of the month covered by the bill. Grantee shall submit a reimbursement request as a final close-out bill not later than 45 Calendar Days following the end of the applicable Grantee term(s) for costs encumbered on or before the last day of the Contract term. Reimbursement requests received in HHSC offices more than 45 Calendar Days following the end of the applicable Contract period will not be paid.

Grantee shall submit the program-designated MRP to the Epilepsy Program mailbox the email addresses on the MRP.

Grantee shall submit program-designated MRP each month for actual program expenditures, even if there are zero expenditures or if the contract budget limit has been reached.

Grantee shall accept reimbursement or payment from HHSC and any applicable fees from clients for clinical services as payment in full for services or goods provided to clients. Grantee shall not seek additional reimbursement or payment for services or goods from clients other than applicable fees for clinical health services.

HHSC shall distribute funds to maximize the delivery of authorized services to eligible clients. HHSC will monitor Grantee's billing activity. Grantee may be subject to Contract amount decreases if Grantee's billing activity is less than projected.

Funds made available in the Contract year shall be used only for services performed during the same Contract year. Funds that are not expended for services during that Contract year cannot be used for services in any other period.

4. Reporting Requirements

Grantee will submit a Financial Status Report ("**Form 269a**") in accordance with **RFA Section 2.7, Required Reports** and **Section 2.9, Financial Status Reports (FSRs)**. The original Form 269a shall be signed and emailed Specialty Health Epilepsy Program mailbox.

5. Adjustments to Contract Amount and Contract Number of Clients

- A. If necessary, based on procedures determined by HHSC, the Contract amount and the contracted number of clients may be adjusted during the current Contract period by formal amendment. HHSC will inform Grantee of the method to be used for calculating contract adjustments prior to making any amendments.
- B. Adjustments will be based on measurable performance related data and may include: average monthly enrollment, average monthly service delivery hours, or other relevant data.
- C. During the current Contract period, HHSC may request that Grantee identify contract funds that will not be expended. HHSC may then reduce the contract by the amount of the unexpended funds.
- D. Adjustments will be based on measurable performance related data and may include: average monthly enrollment, average monthly service delivery hours, or other relevant data.

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