



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services
Substance Abuse and Mental Health Services
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TTY Users: Dial 711 (Maine Relay)

July 14, 2014

Dear Section 17 Community Integration Providers;

As a Community Integration Service provider receiving SFY15 grant funds to provide services to individuals **not** eligible to receive MaineCare services, you are required to submit monthly service encounter data to a secure FTP site.

There is a new field requirement (column 20 in the instructions) wherein you will enter the funding source designation. We recommend that grant funds be drawn-down in the following order:

- Federal Block Grant [(7/1-9/30) 012192]
- Federal Block Grant [(10/1-6/30) 012192]
- State General Funds [012102]
- Additional Grant funds [(as designated by the Court Master) Z16301]

Also attached are your data submission instructions. These are detailed instructions on how to submit your SE Data through the FTP site. The instructions have not changed except for column 20. If you are having difficulty with the FTP submission process please contact Lee Richardson at 287-4591 or Lee.Richardson@maine.gov. All other financial questions need to be referred to your Single Point of Contact at the Division of Contract Management.

Thank you for your consideration of this request.

Sincerely,

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