

POLICY TYPE: FINANCE & PAYROLL

POLICY TITLE: Client Overspending and Outstanding Service Authorisations

DATE ADOPTED: 15/02/2012

AUTHORISED BY: Chief Financial Officer

SIGNED: Rodney Draper

Policy Statement

With the ever increasing number and value of invoices being rejected by the Ministry of Health either because a client is "Not eligible for service" (no current Service Authorisation) or "Eligibility exceeded" (client has used all their allocated funding – i.e. is overspent), this policy has been created to respond to these issues in order to reduce the financial risk to Manawanui.

Outstanding Service Authorisations

- **New Clients**

When a new client starts with Manawanui, no payments will be made to the client's employees (if using Manawanui's payroll) or to the client (expense reimbursement claim) until the Service Authorisation (SA) has been received by Manawanui from the relevant Needs Assessment Service Coordination agency (NASC).

- **Existing Clients**

When an existing client's SA ends, Manawanui will continue to pay the client (payroll or reimbursement claim) for three fortnights after the final date of the SA. If the 'new' SA has not been received by Manawanui after three fortnights then no further payments will be made until the 'new' SA is received from the relevant NASC. Catch up payments will then be able to be made in line with the funding once allocated.

Clients Overspent

- When a client has utilised all the funding allocated by their NASC, no further payments will be made until the start of their next funding allocation or the NASC allocates additional funding for the overspent funding period.