



**JEB BUSH
GOVERNOR**

MEMORANDUM

TO: AAA Executive Directors **NOTICE: 082903-1-I-SWCBS**

FROM: Terry White
Secretary

DATE: August 29, 2002

SUBJECT: Notice of Instruction: Medicaid Waiver Expected Encumbered Reports

**TERRY F. WHITE
SECRETARY**

In November 2002, Notice of Instruction #112002-1-I-SWCBS was distributed instructing the use of Expected Encumbered Reports to track Medicaid Waiver encumbered amounts. We are no longer requiring submission of these forms to your contract manager. We feel the Monthly Surplus/(Deficit) Reports combined with the Medicaid Waiver online reports provide sufficient information for the Department to track Medicaid Waiver surplus/deficit status.

In the event that you would like to continue using these forms for your own internal budget management use, we have updated the forms for fiscal year 2003-2004 (see attached).

TW/ms

Attachments

cc: Medicaid Waiver Specialists
Contract Managers

**4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000**

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

<http://elderaffairs.state.fl.us>