

Request for Funds Document Instructions  
2009-2011

The EXCEL template, Request for Rates and Funds, is to be used to provide basic provider information, identify the services being proposed, the requested unit rates, and the counties the provider is proposing to serve. This template will only function properly if the macros are activated. It may be necessary to lower the security level on your computer to “medium” to activate the macros. Please note the following as you complete the template:

1. Be sure to enable macros
2. Cells in which you will enter information are backlit in yellow. The tab key will move you from cell to cell.
3. When using the drop-down boxes, click on the arrow to display the list of options. You can then scroll through the list with the mouse and click on your selection.
4. The template is organized into eleven worksheets, an “Agency” worksheet and up to ten “Services” worksheets. The “agency” worksheet is used to select the services to be included in your proposal, to provide basic agency information, and for the authorizing signature. For each service selected, a “services” worksheet will be created on which service specific information is to be entered.
5. The “services” worksheet will present the allowed units for the selected Service Standard. You are to enter your proposed unit rate(s) for each unit you are proposing to provide. This is also the worksheet on which you are to enter the counties you are proposing to serve and the number of units and clients/families to be served proposed for each county. Enter the total number of counties to be served in the cell labeled “Number of Counties to be Served” and the template will create the number of rows necessary to enter the service detail information for each county.
6. Complete the Services worksheet(s) by identifying the contact person for the specific service.
7. Continue until detail information has been entered for each service to be included in this document.
8. Save and print.
9. If you have technical questions regarding the use of this template, contact your Regional Child Welfare Services Coordinator. All other questions should be submitted in writing to DCS prior to the question deadline.