**Section 655.60 General Requirements**

a) *Grantees may charge fees for services paid with funds under this authority, but only pursuant to an approved fee schedule which bases fees charged by the grantee on* the family size and *the income of the service recipients, and* an assurance that the agency *takes* into *account the difficulties some persons face in obtaining resources to pay for services.*

b) The grantee shall implement the program within three months of the date when authorization to proceed is given. Funds for programs not implemented within three months shall revert to unawarded status unless a special extension is approved. A special extension shall be approved if a grantee has made reasonable efforts to implement the project but it is unable to do so within three months due to circumstances beyond its control.

c) The grantee agency shall allow periodic onsite review of its program and records by the staff of the Department of Public Health or their authorized representatives.

d) The grantee agency shall submit quarterly and annually fiscal, statistical, and narrative reports to the Department of Public Health within 15 days at the end of each quarter.

e) Fees collected for services provided by the project shall be used to further the purposes of the project and shall not be used for match. Matching funds must not have been used for matching in any other grant. In-kind contributions may be used for match.

f) Authorization for services for which payments are made from project funds shall be maintained by the grantee. A form for each patient shall show the services authorized and the amounts expended for the specific types of services approved. The method proposed for authorizing services allowable under project policies should be outlined in the project plan.

g) Payment for inpatient services shall be based on the lesser of reasonable cost of services or the customary charges to the general public for such services.

h) Grantees shall not amend the plan or budget without prior approval of the Department. The Department shall approve amendments to a project plan or budget if such amendments are consistent with the purposes and rules of the program and are reasonably justified.

i) The applicant shall maintain adequate records to show disposition of all funds expended for activities for which the grant was made. All records shall be retained for five years after the close of the fiscal year in which the grant was made and shall be made available for audit purposes upon request of the Department.

j) Failure by the grantee to comply with these requirements shall be cause for discontinuance of funds or termination of the grant.