**Section 2030.130 Provider Plan/Recipient Budget**

a) "Provider plan" refers to the currently approved operating fund projected expense forms and related forms.

b) The provider plan shall be fully executed, as part of the award agreement or contract, and shall, along with the award document, serve as the formal statement of mutual expectations between the Department and the recipient regarding realistically-achievable levels of service and cost. The plan is a combination service plan (work plan) and budget. It identifies what services will be provided to what target group and the geographical area to be served. In addition, it identifies how the services will be financed, and through what budget items and funding sources. It becomes formalized documentation of the agreement between the Department and the provider through mutual execution of the award document.

c) The budget is the provider's financial plan for carrying out the funded program or services as reported on the provider plan. Some awards and subawards encompass two or more programs or types of services and/or locations. In these cases, the Department shall require that the approved budget be subdivided to show the anticipated cost of each program, service and location.

d) Providers shall complete the provider plan in a format prescribed by the Department. The format prescribed for use as the provider plan is designed to be consistent with the cost reporting categories contained in the State of Illinois Interagency Statistical and Financial Report. These provider plans manifest the commitment of the Department to utilize common cost reporting categories in materials submitted by community-based service providers.

e) Recipients of purchased-care shall be exempt from the requirement of a provider plan for the purchased-care funded program. However, where grant-in-aid is awarded for any of the recipient's programs, each such program shall have a provider plan.

f) Recipients of other fees for service or other types of awards shall be required to have a provider plan only if the Department deems it necessary and so requires. Any recipient who is not required to have a provider plan shall provide a budget of the funded program or project expenses which shall be incorporated into the award document, or shall have a Department-approved rate for the funded services. In addition to the budget or rate, there shall be a description of the scope of work or projected service units to be provided.