

<b>UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES          DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES          POLICY AND PROCEDURES</b>		
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<b>DSPD RESTRICTED ACCOUNT - APPROPRIATIONS &amp; USE</b>		
<b>RATIONALE:</b> This policy is intended to establish a standard for managing and utilizing funds in the DSPD Restricted Account.  Authorizing Code: 26B-6-403; 26B-1-335 Rule: N/A Forms: N/A		
<b>Original Effective: 01/01/2024</b>	<b>Revision: 12/01/2025</b>	<b>Next Review Due: 12/01/2030</b>

**I. DESCRIPTION**

This policy establishes procedures for how the division will manage and utilize the funds in the DSPD Restricted Account. Section 26B-1-335 establishes this account as a budgetary control.

**II. DEFINITIONS**

The following terms are defined for this policy as:

- A. **Division:** means the Division of Services for People with Disabilities as defined in Section 26B-6-401.
- B. **Restricted Account:** means the Division of Services for People with Disabilities Restricted Account, which is part of the General Fund.

**III. POLICY**

- A. The division may transfer funds to the restricted account in each year that funding is made available by the legislature.
- B. The division may transfer carry forward funds from the division's budget and unexpended balances lapsed to the account from the division's budget to the restricted account.

**IV. PROCEDURE**

- A. At the end of each fiscal year, the division shall acquire the following calculations from the DHHS Division of Finance and Administration (DFA):
  - 1. the amount of carry forward funding from the General Fund and Income Tax Fund from the previous fiscal year that remains unexpended in the division's budget; and
  - 2. the amount of General Fund and Income Tax Fund from the current fiscal year that remains unexpended in the division's budget.

- B. The division director shall determine the amount of the funding identified by the DFA that may be transferred to the restricted account at the end of the fiscal year.
- C. The division director shall seek approval from the DHHS Executive Director's Office for the amount to be transferred to the restricted account.
- D. The division shall prioritize the use of funding for support services from the restricted account in the following order:
  - 1. emergency services;
  - 2. additional waiver services;
  - 3. additional non-waiver services;
  - 4. services at the Utah State Developmental Center;
  - 5. services for individuals who turn 18 years old and leave the custody of the Divisions of Child and Family Services and Juvenile Justice and Youth Services; and
  - 6. individuals court-ordered into division services.