



Lutheran Services Florida, Inc.

Section 19 Substance Abuse and Mental Health

19.02 Network Management

19.02.22 Network Service Provider Request for Additional Funding

Creation Date: 07/01/2014

Revised Date: 10/07/2025

Attachments: None

Policy Statement: It is the policy of LSF Health Systems to accept and review all funding requests from Network Service Providers/Contractors on a continual basis. LSF Health Systems may also initiate this process due to a specific funding concern within the system of care including the need to redistribute lapsed funding. LSF Health Systems will take into account the needs assessment, availability of funds and prior performance of the Network Service Provider/Contractor in considering such requests.

Network Service Providers may deem it necessary to request additional funding from LSF Health Systems during the term of the contract to better serve existing clients, to address an unmet need or to offer new programming.

Scope: This policy applies to LSF Health Systems employees and Network Service Providers/Contractors.

Policy Guidelines:

1. Network Service Providers/Contractors requesting additional funding must complete, sign, and submit a Submission of Information (SOI) form to their assigned Network Manager along with a proposed budget in support of the request.
2. The Network Manager records the request in the appropriate tracking form and makes the Director of Network Management/Associate Vice President of Network Management aware.
3. Funding requests will utilize the same criteria established by the Reallocation of Funds policy in considering an award of additional funds.
4. The Associate Vice President of Network Management shall present requests to Executive Leadership for review.
5. The Network Manager will communicate with the provider agency regarding approval or denial of the request.

ADMINISTRATIVE RESPONSIBILITY: The Executive Vice President/SAMH has overall responsibility and authority for administration of this policy and the Chief Operating Officer has responsibility for maintaining this policy.

Review and Approval

December 2025