

Public Availability of Funding Applications and Other Financial Information Filed with the Division

LEGAL BACKGROUND

Pursuant to 3 V.S.A. §317(b)(6) and V.P.N.M.I.R. §2.5(f) providers' financial records filed with the Division are public records and are available for inspection or copying.

PUBLIC AVAILABILITY OF PROVIDERS' FINANCIAL RECORDS

All funding applications and supporting documentation filed with the Division are available for public inspection and information contained therein may be analyzed and published by the Division.

PROCEDURE FOR INSPECTING AND COPYING FUNDING APPLICATIONS

To prevent the disruption of the Division's operations the following procedures have been adopted for the inspection and copying of funding applications:

1. A request to inspect or copy funding application reports should be made in writing clearly stating which funding application reports are needed so that the Division can determine their availability in case they are in use or in storage.
2. If requested, for up to 10 funding applications (when the facilities and the reporting periods are clearly specified), the Division will make copies and mail them directly to the inquirer, on payment of the postage and copying costs.
3. For inspection or copying of more than 10 funding applications, an appointment should be scheduled at least three days in advance and the copying must be done by the person making the request or an agent.
4. Inspection and copying of funding applications by the public will be permitted between the hours of 9:00 a.m. and 12:00 noon and 1:00 p.m. and 4:00 p.m. on any day other than a Saturday, Sunday, or a legal holiday.
5. The Division has access to a photocopier which may be used by the public for copying funding applications at a cost of \$0.10 per copy. (State employees in the performance of their duties will have priority for use of the copier.)

**Public Availability of Funding Applications and
Other Financial Information Filed with the Division (cont.)**

Effective: January 31, 1996

Ruth Rivers
Director