

### **Form - *Request for Work Papers***

#### **INSTRUCTIONS**

This form should be used whenever the provider needs to have access to the Division's work papers in order to review the calculations. Normally this form will be used to help the provider review ***the draft findings*** pursuant to V.P.N.M.I.R. §11.1(b) and for that purpose the form must be filed at the Division within 10 days after the provider receives the draft findings. The filing of a Request for Work Papers pursuant to V.P.N.M.I.R. §11.1(b) will automatically extend the time in which to file a Request for Informal Conference to 15 days after the provider's receipt of the work papers.

When work papers are requested for any reason other than the review of draft findings pursuant to V.P.N.M.I.R. §11.1(b), the filing of the *Request for Work Papers* form will not automatically act as an extension of time. ***The provider must file a Request for Extension of Time form if it needs additional time to act after reviewing the work papers.***

Providers should clearly specify the type of work papers needed, and should request only those necessary to clarify the Division's adjustments, referring specifically to the funding application adjustment number. Examples of the types of work papers that may be requested:

1. Documentation supporting compliance with applicable Federal and/or State regulations.
2. Documentation supporting compliance with Generally Accepted Accounting Principles.
3. Supporting Schedules (i.e., account analysis, Depreciation or Loan Amortization schedule).
4. Work paper, V.P.N.M.I.R. cite, PNMI rules or instructions, or Chart of Accounts supporting documentation for reclassification.
5. Work papers providing analysis (i.e., comparative analysis if Division's basis for adjustment is reasonableness).
6. Computational (i.e., revised stepdown or change in statistic).
7. Reconciliations (i.e., reported expenses agreed to audited financial statements).
8. Corroborating Documents (i.e., provider's correspondence supporting adjustment).
9. Other (Be specific.)

Effective: May 22, 1996

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Ruth A. Rivers  
Director

**Agency of Human Services  
Division of Rate Setting  
103 South Main Street  
Waterbury, Vermont 05671-2201**

## Request for Work Papers

<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Provider Name _____</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">for the funding year _____</div>	<div>I hereby request the following work papers. (Be specific.) This request is made pursuant to V.P.N.M.I.R. §11.1(b). <input type="checkbox"/> Yes. <input type="checkbox"/> No.</div>
Adjustment No.	Type of Work Papers (see <i>Instructions</i> )
<b>You may use additional sheets, if necessary. Are additional sheets attached? <input type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, how many? _____</b>	
<div>I am the representative of the above referenced provider for this matter, pursuant to a Notice of Representation, dated _____ and filed with the Division. I understand that all correspondence on this matter will be sent to me.</div> <div style="margin-top: 10px;">Signature: _____</div> <div style="margin-top: 10px;">Date: _____</div>	<div>Name and Address of Representative:</div> <div style="height: 40px;"></div> <div style="margin-top: 10px;">Telephone No.:</div>

**IMPORTANT:** In order to preserve the provider's rights to appeal the above referenced funding application findings, a *Request for Informal Conference* (Form 96.6.2F) must be filed (received) at the Division of Rate Setting within 15 days of the receipt of the work papers. If no timely *Request for Informal Conference* is filed the draft funding application findings will become final and no further administrative review is available.

For Division of Rate Setting use only.

<div>Request filed on: (date stamp)</div>	<div>Work papers sent to provider on _____</div> <div>Sent by: _____</div> <div>cc: Provider's Representative</div>
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