

Civil Money Penalty Application Process

The application should include:

- a) Cover Letter
- b) Purpose and Statement of Needs Summary
- c) Expected Outcomes
- d) Results Measurement
- e) Benefits to Nursing Home Residents
- f) Consumer and Other Stakeholder Involvement
- g) Funding
- h) Involved Organizations

- I. Applications for CMP funds should be completed in full. Partial applications for funding may be denied.
- II. Applications should be limited to no more than twenty (20) pages, including appendices and the actual CMP request form.
- III. When CMP funds are requested for educational purposes, the applicant must also include the following: anticipated number of attendees; target audience; accrediting authorities; timeline for implementation and plan for sustainability; and letters of support. Representatives from any group requesting funding, or representatives who are in situations where a conflict of interest exists, must disqualify themselves from making recommendations.
- IV. RCS and any internal or external experts will review the application within 60 days for approval or disapproval, based on the criteria required by CMS.
- V. Following notification that an application has been approved by RCS, the application will then be forwarded to CMS for approval. CMS approval should not exceed forty-five (45) calendar days. However, some applications may require additional information before CMS makes a determination regarding approval. When an application is returned to the applicant for recommendation(s) for a revision, the applicant will have a specified time frame to complete the revision(s) and return to both CMS and RCS.
- VI. Any cost associated with the completion of the application is the responsibility of the applicant.
- VII. When RCS receives notice from CMS that the application has received final approval, RCS will contact the applicant with instructions about the process for entering into an agreement to allow for the release of CMP funds.

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- VIII. Submit completed application electronically to dhcs.hflc@alaska.gov. Applications for projects that are planned over a continuous time period should not exceed thirty-six (36) months.