

## Chapter 6

# Policy and Performance Level

## 6.1 WHAT IS THE POLICY AND PERFORMANCE LEVEL?

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Incremental expenditure changes that do not fall under the definitions of carry-forward or maintenance levels are considered policy or performance changes. These changes may represent revised strategies or substantial differences in program direction, and will include proposed program reductions. Each significant change to current performance must be justified in a decision package. Examples of policy and performance level items include:

- **Discretionary workload**

The expenditures necessary to address workload not defined as mandatory.

- **New programs or services**

New programs or any change in the level or scope of existing programs. This category also covers improvements that would result in more effective delivery of services, or higher quality services, and proposals for enhanced employee development or training programs. Funding changes for new program structures requiring legislative authorization should also be included in the Recommendation Summary at the policy level. (See Chapter 1.4.)

- **Program reductions and other changes**

Requests for new programs can sometimes replace lesser priority programs. Any policy decision that would result in a reduction of service level or the number of clients served should be displayed as a separate decision item.

### **Include related revenues in the same decision package.**

Revenue changes related to a policy level item should be included in the same decision package with the expenditures.

### **Performance level decision packages must be allocated by activity.**

Each performance level decision package must indicate the costs and FTEs by activity. (See Chapter 2.2 for more information).

### **All performance level decision packages must be coded in accordance with the schema described in Appendix A-3.**

