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MEMORANDUM

DATE: February 26, 2014

TO: Board of Directors and Executive Directors,
EarlyLearn NYC Providers

FROM: Jose Mercado 

SUBJECT: Cost Allocation Plans/Cost Allocating Plan
EL Numbered Memorandum #12

Please be advised that your Agency Approved Cost Allocation Plans/Cost Allocating Plan must be submitted (preferably in electronic format) to your budget analyst no later than Friday, April 4, 2014.

Upon receipt of this document, ACS staff will evaluate your submission and determine if your plan is reflected in your financial documents. Also ACS will utilize this tool as part as our monitoring initiative which includes desk audits, administrative reviews, and/or field reviews at your sites.

For assistance with your plan please contact your budget analyst or refer to the EL Fiscal Manual posted to the ACS internet website via the following link: http://www.nyc.gov/html/acs/html/staff/staff_resources.shtml