



Gladys Carrión
Commissioner

MEMORANDUM

Susan Nuccio
Deputy Commissioner/
Chief Financial Officer
Financial Services

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DATE: November 7, 2016

TO: Chief Financial Officers, Finance Directors Child Welfare, EarlyLearn and Discretionary Contractors

FROM: Marcia Gilliard, Assistant Commissioner Finance, Audit and Banking

SUBJECT: New Policy for Submission of Audited Financial Statements Calendar Year 2016

In order to improve our ability to assess the financial condition of our contractors, the ACS Division of Financial Services (DFS) will now be requesting that all contractors submit year-end audited financial statements beginning with Calendar year 2016 (January 1 to December 31, 2016). These documents will be due to ACS on July 31, 2017, seven (7) months after the close of Calendar Year 2016.

- Child Welfare contractors will submit year-end audited financial statements and schedules by email to Jenny.Nakas@acs.nyc.gov or send an email notifying ACS that the documents have been uploaded to HHS Accelerator.
- EarlyLearn and Discretionary contractors will submit year-end audited financial statements and schedules by email to Denise.Borak@acs.nyc.gov or send an email notifying ACS that the documents have been uploaded to HHS Accelerator.

Thank you for your continued effort and hard work.

cc: Provider Executive Directors
S. Nuccio
D. Brandwein
J. Mercado