

Statewide Standards of Payment (SSOP) Release of VA CPA Guidance Document October 13, 2017

This document provides an update on submission requirements involved with SSOP reporting. Please contact the John Vale at (518) 474-1361 or John.Vale@ocfs.ny.gov should you have any questions.

To improve the accuracy of submissions, the Office of Children and Family Services (OCFS) has determined that Certified Public Accountant (CPA) review of the SSOP is required. Effective with the Rate Year (RY) 2016-17 submission, due November 1, 2017, OCFS will require each agency's CPA to sign off on the SOP submission.

Normally, a second extension requires a signed memo on agency letterhead from the Executive Director addressed to the OCFS Bureau of Budget Management. For the 2016-2017 submission filing, a single further extension period to Tuesday, January 2, 2018 will be granted, with minimal "good cause" explanations, and should be submitted through SSOP. The final submission date to be considered timely (with approved further extension) is Tuesday, January 18, 2018.

For the CPA to sign-off, each CPA will need an SSOP ID and password. Each Voluntary Agency should enter the contact information for their respective CPA's in the "My Contacts" tab in the SSOP (see Snapshot below). Please enter the CPA firm name on the "Title" line. The contact information must include a representative of the CPA firm, as well as the firm. After the contact information is entered, email Ed Tang requesting the SARU to generate a CPA Role using the My Contact information at Edward.Tang@ocfs.ny.gov by October 20, 2017: An ID and password for the CPA will be emailed to the CPA.

Contact details of CPA:

Last Name: *	<input type="text"/>
First Name: *	<input type="text"/>
Title:	<input type="text"/>
Phone #: *	<input type="text"/>
Cell Phone #:	<input type="text"/>
Fax #:	<input type="text"/>
Email Address: *	<input type="text"/>

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There will be 2 informational conference calls to discuss the guidance document. The dates of these calls will be October 16, 2017 at 2 PM and October 17, 2017 at 3 PM.

The call-in number is as follows:

Call in # 1-844-633-8697 (US Toll Free)

1-518-549-0500 (Local)

Attendee Access Code: #95907767

The order of participation in the submission will be as follows:

First, the preparer will input data into the SSOP.

Second, the CPA will review the submission and either suggest changes to the preparer and/or the agency's Chief Fiscal Officer (CFO) or signoff on the submission.

On the CPA approval screen, the following paragraph will appear:

I understand and agree that by clicking the Audit Complete button, I am electronically certifying the agency's Office of Children and Family Services Standards of Payment (SOP) Submission for the reporting period displayed above. I hereby state that this business is duly licensed by the Office of Children and Family Services and that this report is, to the best of my knowledge and belief, true, correct, and complete. I also state that I am signing in the capacity of the Independent Certified Public Accountant for the agency and that I have the authority to certify the agency's SOP Submission.

Lastly, once the submission is certified by the CPA, the Executive Director will be able to "Submit My Submission" in SSOP.

CPA reports and signed CEO Certifications are due 30 days after the SOP submission date.