

# **FISCAL MANUAL**

## **Child Welfare**

**ACS Division of Financial Services**  
**Effective July 1, 2011**



**Michael R. Bloomberg, Mayor**

**John B. Mattingly, Commissioner**

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### ACS Honors 51 Foster Parents as "New York's Kindest, Going Above and Beyond"

Addressing the gathering, ACS Commissioner John Mattingly said, "Without a strong group of committed and qualified foster parents, our goals for permanency would not be possible." [Learn more](#)

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### Wednesday's Child



**Destiny** is a quiet teen who prefers to observe situations first before joining in. When she has had a chance to warm up, Destiny is sociable and engaging. Overall, Destiny is a sweet, thoughtful girl with a winsome smile.

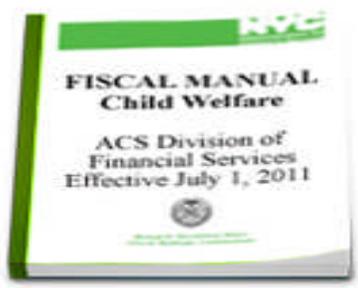
[Learn more about Destiny and how you can adopt her](#)





**PREVENTIVE AND FOSTER CARE PROVIDER AGENCIES**  
Now have an online resource for topics including budget, payment, financial records, reporting, invoicing, allowable use of funds, cost allocation plans, and audits. Please refer to this website for the most current version of the Fiscal Manual.

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[FISCAL MANUAL»](#)

## RESOURCES FOR STAFF AND PROVIDER AGENCIES

### How To Print ACS FISCAL MANUAL - Child Welfare

CLICK THE LINKS BELOW TO VIEW AND PRINT  
THE FOLLOWING SECTIONS OF THE MANUAL

1. [Preventive Services Guide](#) (pdf) (General Preventive)
2. [Stability for Teens & Permanency Initiative](#) (pdf) (formerly Reinvestment)
3. [Preparing Youth for Adulthood and Housing Subsidy](#) (pdf)
4. [Foster Care](#) (All sections)
5. [Guide to Foster Care Special Payments](#) (pdf)
6. [Special Payments Detail Sheets](#) (pdf)
7. [SSPS Payroll Schedule](#) (pdf)
8. [SSPS Demographic / Movement Template](#) (DEMOC + MOVEC) (pdf)
9. [Reports Distribution Agency File Upload Job Aid](#) (pdf)
10. [SSPS Reconciliation & Post Payment Reporting Tool](#) (pdf)
11. [Table of Contents](#) (General) (pdf)



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### Fiscal Manual Updates

CLICK THE LINK BELOW TO VIEW AND PRINT FISCAL MANUAL UPDATES

[July 1, 2011](#) (pdf)

 Translation

 Site Map

**ACS Fiscal Manual – Child Welfare  
ACS Financial Services  
UPDATES July 1, 2011**

<p align="center"><b>CASE CONFERENCING / IOC PHASE 2 Allocation</b></p>	<ul style="list-style-type: none"> <li>• FY11 - Agencies received \$18,000 for every 150 youth in care.</li> <li>• FY12 - There is no allocation as of July 2011 service period.</li> </ul>
<p><b>DISCHARGE GRANTS</b></p>	<ul style="list-style-type: none"> <li>• FY11 - Discharge Grants are a tool in planning for the discharge of a child from foster care. Discharge Grants are provided to facilitate the child's transition from foster care placement to community living. Allowable items include: broker's fees, rent, food, furniture, bedding, clothing, and other necessary household items such as cooking utensils.</li> <li>• FY12 (As of July 1, 2011) - Discharge Grants no longer exist as a separate billable entity. However, anything that is necessary to expedite a child leaving foster care such as broker's fees, rent, food, furniture, bedding, clothing, and other necessary household items such as cooking utensils are allowable expenses and can be charged to ACS programs that support youth being discharged. These programs include Reinvestment, PYA, and Housing Subsidy.</li> <li>• FY11 Discharge Grant invoices must be submitted by September 30, 2011. Invoices for FY11 Discharge Grants will no longer be honored after this date. As of July 1, 2011, prior year [FY10 and earlier] Discharge Grant invoices will no longer be honored.</li> </ul>

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**GENERAL PREVENTIVE**  
**Family Treatment and**  
**Rehabilitation (FTR)**  
**Specialized**  
**JJI, Intensive Preventive**  
**FY12 Payment Schedule**

JULY PAYMENTS

1. June Service Period

For those agencies who had prior contracts in FY11.  
 Paid when invoices received.

2. Calculated Payment

For all agencies whose new contracts have been registered.  
 Paid during second week of July.  
 Calculation based on 1/12 of RFP awarded budget.

JULY AND ONGOING

Invoices submitted within 30 days of service period.  
 Paid upon receipt.

RECONCILIATION

October - Reconciliation of calculated payment will be based upon invoices for July-September.  
 November - Recoupment and adjustment of payment will occur.

**HOMEMAKING**  
**Payment Schedule**

- Weekly payment structure.
- Two-month advance payment to be processed the first week of July.
- Year-end reconciliation will start July 1<sup>st</sup> of the new fiscal year and end on September 30<sup>th</sup> of that fiscal year.
- Homemaking Contractors are required to submit weekly billing invoices to HRA.
- Homemaking Contractors will meet with Family Home Care to address outstanding billing and reconciliation.
- Notice of payment with back-up documentation is sent to Contractors weekly.

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<p><b>PREPARING YOUTH FOR ADULTHOOD (PYA) Allocation</b></p>	<ul style="list-style-type: none"> <li>• FY11 - Allocation based on \$2,700 per child age 14+</li> <li>• FY12 (As of July 1, 2011) - Allocation based on \$2,700* per child age 14+. *Final budget allocation is pending confirmation of budget availability.</li> </ul>
<p><b>RAPID INTERVENTION TEAMS, COMMUNITY PARTNERSHIP PROGRAM (CPP)</b></p> <p><b>DYFJ - NSDs</b>  <b>Quarterly Payments</b>  <b>Payment Schedule</b></p>	<ul style="list-style-type: none"> <li>• Payment will be one-quarter of annual budgeted amount</li> <li>• Payment processed by second week of quarter</li> <li>• Continued quarterly payments will be based upon submission of monthly invoices 30 days after the month services are provided.</li> </ul>
<p><b>SPECIAL PAYMENTS Allocation</b></p>	<ul style="list-style-type: none"> <li>• FY11 – Allocation based on \$175 per child in the following levels of care: RFBH, TFBH, Special Medical FBH and all levels of Residential Care. Allocation for ACS youth only. OCFS youth not included in the calculation.</li> <li>• FY12 (As of July 1, 2011) Allocation based on \$175 per youth in Family Foster Care (FFC) ONLY. Does not include Treatment Family Foster Care (TFFC), Special Medical Needs Family Foster Care, MRDD Family Foster Care, Sexually Exploited Family Foster Care or any level of residential care. Allocation for ACS youth only. OCFS youth not included in the calculation.</li> </ul>

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**STABILITY FOR TEENS and  
PERMANENCY INITIATIVE  
(formerly Reinvestment)  
(Includes Foster Parent  
Support)  
Allocation**

- FY11 - Allocation provided by the Division of Policy and Planning. Based on performance targets.
- FY12 (As of July 1, 2011) - Allocations provided by the Division of Policy and Planning. Based on performance targets.

**SUBMISSION OF INVOICES**

Invoices for actual expenses incurred in any one (1) month shall be submitted to ACS by the Contractor within thirty (30) days after the end of each month in which such expenses were incurred. If the Contractor fails to provide ACS with the required invoices for the amounts incurred sixty (60) days after the date the invoices are due and/or if the Contractor fails to provide invoices in a manner acceptable to ACS in accordance with this Fiscal Manual sixty (60) days after the date the invoices are due, ACS, may, at its sole option, disallow such invoices.

If the Contractor invoices ACS for non-allowable expenses, ACS, may, without any prior notice to the Contractor, disallow such amounts from the Contractor's invoice(s) and pay the remaining allowable expense amounts, if any.

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CHANGES TO PROGRAM NAMES AND ACRONYMS**

<b>Prior Name / Acronym</b>	<b>CURRENT NAME / ACRONYM</b>
Regular Foster Boarding Home	Family Foster Care
DRC – Diagnostic Reception Centers Family Rehabilitation Program – FRP	Rapid Intervention Centers
PINS Program	Family Treatment and Rehabilitation - FTR
Special Medical Foster Care	Family Assessment Program - FAP
	Special Medical Needs Family Foster Care
	MRDD Family Foster Care
	Sexually Exploited Family Foster Care
Therapeutic Family Boarding Home	Treatment Family Foster Care
SILP – Supervised Independent Living Program	--NONE--
-- NEW --	Rapid Intervention Teams

7-1-2011 – ACS FISCAL MANUAL – CHILD WELFARE

<b>PART 1 – INTRODUCTION AND INSTRUCTIONS ON USE</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
1.1 General Guidelines	
<b>PART 2 – BUDGET</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
2.1 Preparation for Fiscal Year - Preventive	
2.2 Budget Confirmation - Preventive	
2.3 Budget Guidelines - Preventive	
2.4 Private Share - Preventive	
2.5 General Guidelines - Preventive	
2.6 General Guidelines - Foster Care	
<b>PART 3 – FINANCIAL RECORDS AND INTERNAL CONTROLS</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
3.1 Reimbursement of Actual Expenditures/ Reconciliations	
3.2 Bookkeeping and Accounting	
3.3 Accrual Accounting	
3.4 Internal Controls	
3.5 Bank Accounts or General Ledger Accounts	
3.6 Back Up Documentation	
3.7 Monthly Expense Reports	
3.8 Foster Care - General Guidelines	
<b>PART 4 – CLAIMING AND PAYMENTS</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
4.1 General Guidelines	
<b>PART 5 – PROCUREMENT</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
5.1 General Guidelines	
<b>PART 6 – TAXES</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
6.1 General Guidelines	
<b>PART 7 – AUDITING</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
7.1 Fiscal Reviews	
7.2 Circular A-122 General Cost Principles for Non-Profit Organizations	
7.3 Guide to Foster Care Audit	
<b>PART 8 – CONTRACT CLOSEOUT</b>	<a href="#">Preventive</a> <a href="#">Stability/Permanency</a> <a href="#">PYA</a> <a href="#">Foster Care</a>
8.1 General Guidelines	
<b>PART 9 – OTHER REPORTING REQUIREMENTS</b>	<a href="#">Foster Care 9.1</a> <a href="#">9.2</a>
9.1 Payment Bulletin - Guide to Foster Care Special Payments	
9.2 Recurring and Single Issue Payroll Schedules - Foster Care	
<b>PART 10 – STANDARD FORMS</b>	
<b>Preventive Services Programs</b>	<a href="#">Preventive App A</a> <a href="#">App B</a>
<b>Appendix A</b> Attestation	
<b>Appendix B</b> Preventive Services Monthly Expense Report	
<b>Stability for Teens and Permanency Initiative</b>	<a href="#">Stability/Permanency App A</a> <a href="#">App B</a>
<b>Appendix A</b> Monthly Expense Report Form	
<b>Appendix B</b> Contract Agency Summary and Child Specific Information Schedules	
<b>Preparing Youth for Adulthood and Housing Subsidy for Youth with a Goal of Independent Living or Reunification</b>	
<b>Appendix A</b> Attestation	
<b>Appendix B</b> Monthly Expense Report	<a href="#">PYA App A</a> <a href="#">App B</a> <a href="#">App C</a>
<b>Appendix C</b> Child Specific Data Form and Instructions	
<b>Foster Care</b>	<a href="#">Foster Care App A</a> <a href="#">App B</a> <a href="#">App C</a> <a href="#">App D</a>
<b>Appendix A</b> SSPS Demographic/Movement Template [DEMOC + MOVEC]	
<b>Appendix B</b> Reports Distribution Agency File Upload Job Aid	
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