

**2023-2024 School Year  
MOU & Invoicing Workshop  
Non-Public School (NPS) Security Guard  
Reimbursement Program  
Fiscal & Business Management (FBM)**

October 10, 2023; October 17, 2023

# Agenda

- Program Overview
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  - Allowable Costs
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- Budget Task
- Invoicing and Reimbursements
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  - Certified Payroll Report
- Afterschool Activities
- Insurance Requirements
- Annual Incident Report
- Audit
- Retention of Records
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- Questions



Program Overview

# Program Overview

# PROGRAM OVERVIEW:

## Background

- Local Law 2 of 2016 was enacted on January 5, 2016. The law empowers the Mayor of the City of New York to authorize a program to reimburse qualifying nonpublic schools for the cost of procuring certain security services.
- The Mayor designated the Department of Citywide Administrative Services (DCAS) as the law's administering agency. The law authorizes DCAS to promulgate rules for the administration of the reimbursement program.
- Your school has applied to participate in the reimbursement program through the Procurement and Sourcing Solutions Portal ("PASSPort") and DCAS has notified your school that it qualifies to participate in the program.

Memorandum of Understanding (MOU)

# Memorandum of Understanding (MOU)

# Memorandum of Understanding

## Terms

- The MOU will commence on July 1, 2023, and will remain in effect until June 30, 2026, unless earlier terminated/revoked or unless the program is not reauthorized by the Mayor.
- The MOU may be renewed for one additional three (3) year term, at the discretion of the City. DCAS will provide the school with 60 days' written notice of its intent to renew prior to the MOU expiration date.
- The purpose of the MOU is to memorialize the terms and conditions and set forth the respective responsibilities associated with the program to reimburse qualifying nonpublic schools for the cost of procuring certain security services pursuant to NYC Ad Code §10-172 (Local Law 2 of 2016) and Title 55, Chapter 14 of the Rules of the City of New York (the "Department Rules").

# Memorandum of Understanding

## Revocation

- The MOU may be revoked for cause including, but not limited to:
  - failure to maintain a minimum enrollment of 300 students
  - failure to comply with insurance, annual public safety incident reporting, and auditing requirements
- If DCAS revokes a school's MOU, the school may appeal in writing to the commissioner of DCAS or the commissioner's designee within 10 days of receipt of the revocation notice.
- The written appeal by the school must state the basis upon which the school contests the revocation. The commissioner or the commissioner's designee shall consider the school's appeal and shall make a prompt written decision no later than 60 days after receipt of the appeal. The decision shall be a final agency determination.

# Allowable Costs:

## Number of Guards

- Enrollment between 300 and 499 students: one security guard.
- Between 500 and 999 students: two security guards.
- Each additional 500 students: one additional security guard.
- Reimbursement for the security services provided by each security guard during periods of school-related instruction or school-related events may include the cost of different individuals providing security services at different times.

Note: Enrollment will be verified using the school's Basic Educational Data System (BEDS) form for the corresponding school year.

- BEDS Day this year begins October 4, 2023.



# Allowable Costs:

## Wages

- DCAS will reimburse for security services only if each security guard is paid no less than the prevailing base rate and the supplemental benefits rate for unarmed guards as per the NYC Comptroller's prevailing wage schedule found in Article 9 of the Comptroller of the City of New York in accordance with section 234 of the Labor Law.
- Schools may pay greater than the prevailing wage but any amount the school chooses to pay above prevailing wage, plus the reasonable costs, will be absorbed by the school.
- The Building Service Employees Schedule (aka. Prevailing Wage Schedule) and requirements may be found at: <https://comptroller.nyc.gov/services/for-the-public/nyc-wage-standards/wage-schedules/>

# Allowable Costs:

## School-Related Instruction and Events

- DCAS shall reimburse for security services as defined by Administrative Code 10-172(a), and no other services, provided during school-related instruction or school-related events. School-related events do not include private functions or activities that are not primarily directed to students.
- All reimbursement requests for security services for school-related instruction and school-related events must be included on the school's workscope, submitted with the program application.
- Any subsequent requests for amendment to pre-approved school-related instruction and school-related events must be submitted, two (2) weeks prior to the event on an [Additional Activities Form](#) located on DCAS' website. DCAS shall deny any request for reimbursement for activities that are not school-related instruction or school-related events.

# Allowable Costs:

## Overtime and Reasonable Costs

- DCAS shall reimburse for overtime costs for security services provided during school-related instruction and school-related events that do not exceed fifteen percent (**15%**) of the non-overtime wages of security guards reimbursed to the school during any given quarter.
- Each security guard vendor may charge reasonable costs to each school for administrative expenses. DCAS will reimburse the school for such reasonable expenses, not to exceed twenty-five percent (**25%**) of the wages earned by the security guards in any given quarter.

Security Guard Vendors

# Security Guard Vendors

# Security Guard Vendors:

## Qualified Provider List (QPL)

- DCAS has a Qualified Provider List (QPL) available on the [For Security Vendors](#) page on the DCAS website:
  - As of 8/10/2023, there are 63 security guard vendors on the QPL.
- Schools must contract directly with a security guard vendor on the QPL.
  - Schools are responsible for ensuring the agreement between the school and security guard vendor adhere to LL2 and the Title 55, Chapter 14 of the Rules of the City of New York.
  - Schools are required to maintain records between the school and security guard vendor.
  - Schools are not required to use the same security guard vendor throughout the duration of their time with the program.

Budget Task

# Budget Task

# Budget Task

- Access your budget task on the homepage of [HHS Accelerator](#)

**NYC HHS Accelerator** Organization Information Document Vault Applications Procurements Financials Text Size: A A A

Welcome: John Smith, Human Services Provider

### Provider Homepage

#### Applications

Your current organization status: **Approved**

Your Business Application Status: **Approved**

Your organization has **5** pending Service Applications

Your organization has **10** approved Service Applications

! Your Business Application is expiring on 06/07/2016

! 1 or more Service Applications are expiring on 06/07/2016

#### Filings

Filings Status: **Current**

Fiscal Period of Last Approved Filing: 05/01/2015 to 05/01/2016

Last CHAR500 approved on: 05/01/2015

Next CHAR500 due date: 05/02/2016 (FY17)

Registration Type: Estate Powers and Trust Law

Last CHAR500 uploaded on: 05/01/2015

#### Procurements

**5** RFPs you're eligible for will be released within 30 days

**10** RFPs you're eligible for have due dates within 30 days

! [1 or more proposal has been returned back to you for revisions](#)

**12** RFPs with draft or submitted proposals

**7** RFPs with proposals determined eligible for award

#### Financials

**3** Budgets pending submission

**10** Budgets returned for revision

**2** Modifications and Updates pending submission

**4** Modifications and Updates returned for revision

**0** Invoices pending submission

**3** Invoices returned for revision

**1** Active Budgets

**3** Budgets pending approval

**2** Modifications and Updates pending approval

**5** Invoices pending approval

**5** Contracts pending registration

#### Documents shared with your Organization

Providers have shared 1 or more documents with you. Select a provider below and press "Continue" to view those documents.

- Select a Provider -

#### NYC.ID Account Maintenance

**3** User account requests requiring action

[Update your NYC.ID Name or Email](#)

[Update your NYC.ID Password](#)

[Update your NYC.ID Security Questions](#)

Red items on the homepage indicate that your organization has an action to take in the system.

Blue items on the homepage indicate DCAS has an action to take in the system.

# Budget Task - Continued

- Access your Budget Task on the list screens of HHS Accelerator

List Screens →

'Filter Budgets' option lets you quickly access budgets by title, CT#, status, fiscal year.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' section is active, showing tabs for 'Contract List', 'Budget List', 'Invoice List', 'Payment List', and 'Amendment List'. The 'Budget List' tab is selected, displaying a table of budgets. A 'Filter Budgets' dialog box is open, allowing users to filter budgets by type (Amendment, Contract, Modification, Update), procurement/contract title, agency, program name, CT#, budget value range, status (Pending Submission, Pending Approval, Returned for Revision, Approved, Active, Closed, Suspended, Cancelled), and fiscal year. The table below the dialog shows columns for Budget Value(\$), Last Updated, Status, and Action. The Action column contains a dropdown menu with the text 'I need to...'. A red arrow points to this dropdown menu.

Budget Value(\$)	Last Updated	Status	Action
60,000.00	02/02/2018	Active	I need to...
50,000.00	01/30/2018	Active	I need to...
51,500.00	02/02/2018	Active	I need to...
1,002,000.00	05/31/2017	Active	I need to...
51,000.00	02/01/2018	Active	I need to...
50,000.00	01/31/2018	Active	I need to...
51,000.00	02/01/2018	Active	I need to...
52,100.00	02/01/2018	Active	I need to...

← Use the drop-down action menu to view the budget.



## Budget Task - Continued

- The budget task will contain three attachments in the 'Documents' section:
  - The 3-Year Memorandum of Understanding (MOU)
  - The Budget Review Instructions
  - The 2024 Annual Budget Document
- The MOU must be signed in blue or black ink and notarized by a New York State licensed notary.
- Three original signed and notarized hard-copies of the MOU must be submitted to DCAS for registration with the Comptroller's Office.
- MOUs must be mailed to:

Department of Citywide Administrative Services  
Nonpublic School Security Reimbursement Program  
1 Centre Street, 17th Floor North  
New York, NY 10007

# Budget Task - Continued

- Submit the MOU and budget task in HHS Accelerator:
  - a. Attach an electronic copy of the signed MOU.
  - b. Attach the 2023-2024 BEDS Form. Ensure that it is the complete form as submitted to NYSED.
  - c. Enter the budget allocations for straight time and overtime in the milestone tab. The allocations are provided on the Annual Budget PDF file, located in the 'Documents' section of the task.
  - d. Failure to return the MOU and budget task to DCAS by November **15, 2023**, shall result in the forfeiture of the school's acceptance to the program. Also, security expenses incurred by a school from the date awarded up until November 15, 2023, will not be eligible for reimbursement.

*Note: Schools are also responsible for managing their annual budget usage. There is no guarantee that there will be an increase to the school's annual budget allocation if the amount is exceeded.*

# Budget Task - Continued

- Status of a Budget in HHS Accelerator:

Status Type	Status	Definition
Contract Budget Status	Pending Submission	A budget can be viewed or submitted.
	Pending Approval	Your organization has submitted the Contract Budget and is waiting for Approval from the Agency.
	Returned for Revision	The Agency has returned the Contract Budget to your organization to revise and resubmit.
	Approved	The Agency has approved the budget and the contract is pending registration with the NYC Comptroller's Office.
	Active	The contract is registered and you can view the budget, submit an invoice, modify the budget and request an advance.
	Cancelled	The Agency has cancelled the contract. No action necessary.
	Suspended	The Agency has suspended the contract. No action necessary.
	Closed	The Agency has closed the contract. No action necessary.

Invoicing and Reimbursements

# Invoicing and Reimbursements

# Invoicing and Reimbursements:

## Invoice Process Summary

- Schools must retain a security guard vendor from the Qualified Provider List (QPL) in order for the cost of its security services to be eligible for reimbursement. The [QPL](#) is available on DCAS' website.
- Security guard vendors submit invoices to the school as per the contract agreement between the security guard vendor and a given school. (e.g., weekly, bi-weekly, etc.).
- Schools are required to review the invoices and then make payment to the security guard vendors.
- Schools then submit consolidated invoices quarterly to DCAS for reimbursement with supporting documents received from the security vendor as backup, as per the promulgated rules. Schools submit invoices online using the financials module in HHS Accelerator.

# Invoicing and Reimbursements:

## Reimbursement Schedule

- Reimbursements are issued on a quarterly basis per the Rules, regardless of the period shown on the security guard vendor's invoices.
- The quarterly intervals and end dates are:

<u>Quarter #</u>	<u>Period Dates</u>	<u>Quarter Ends</u>
Quarter 1	Jul 1 – Sep 30	September 30
Quarter 2	Oct 1 – Dec 31	December 31
Quarter 3	Jan 1 – Mar 31	March 31
Quarter 4	Apr 1 – Jun 30	June 30

- However, when entering the invoice service dates in HHS Accelerator, please use the start and end dates from the consolidated invoices.

# Invoicing and Reimbursements:

## Supporting Documents Required

- Documents required as backup include, but are not limited to, the following:
  - Certified invoices from security guard vendor
  - Certified payroll reports from security guard vendor
  - Security sign-in register (work assignment data)
  - Proof of payment from school to the security guard vendor (e.g., cancelled check or bank statement showing automated clearing house (ACH))
- Samples of each document and a document checklist are available on the DCAS website [For Accepted Schools](#).

Prevailing Wage

**Prevailing Wage**



# Overview

- The prevailing wage rate for unarmed security guards is found in the Building Service Employee Schedule Labor Law Article 9, NYC Administrative Code § 6-130. The schedule can be found on the [Comptroller's website](#).
- The wage rate is set July 1<sup>st</sup> thru June 30<sup>th</sup> of each year. Possible addenda rate changes each January 1 thru June 30<sup>th</sup>.
- Per the rules, guards reimbursed in the program must be paid prevailing wage rates and supplements. The program will reimburse the appropriate prevailing wage rates plus the reasonable costs (markup), not to exceed 25% of the wages earned.

Overtime

# OVERTIME

# Overtime

- Per Local Law 2, schools may only be reimbursed for overtime a maximum of 15% of the non-overtime security wages:
  - Any hours above 8 hours in a day are OT
  - Any hours over 40 hours of straight time in a week are OT

Required Documents

# Required Documents

# Required Documents:

## Security Company Invoice

- The security vendor invoice must contain at minimum the following fields:
  - Name and address of school
  - Name and address of the security guard company
  - Invoice date
  - Invoice period
  - Dates of service
  - Names of security guards
  - Lengths of service and hired date for each guard, according to the NYC Comptroller's Labor Law Article 9 Prevailing Wage Schedule

# Required Documents:

## Security Company Invoice

- The security vendor invoice must contain at minimum the following fields (continued):
  - Hours worked
    - Straight-time
    - Overtime
  - Vendor's hourly rate (regular and overtime)
  - Total weekly payment
  - Falsification Statement (certification) signed by a representative from the security guard company

# Security Guard Invoice

## SECURITY GUARD VENDOR INVOICE

Invoice Date: 7/7/2018  
 Invoice Number: 100001

Security Vendor: XYZ Security Firm  
 Address: 100 1st Street New York, NY 10000

Phone: (212)111-1111  
 Fax:  
 Email:  
 Attn:

To: Name of School: ABC School  
 School Address: T Main Street,  
 New York NY 10000

Site Number:  
 Tax ID #: 00-0000000

INVOICE PERIOD	SERVICES	CONTRACT NUMBER	TERM
7/1/2018 - 7/7/2018	Security Services	CT1856 20170000000	

DATE OF SERVICE	SECURITY OFFICER NAME / LENGTH OF SERVICE	HOURS			RATES			TOTAL WEEKLY PAYMENT
		REGULAR	OT <40	OT >40	REGULAR	OT <40	OT >40	
<i>Week ending Saturday</i>	<i>List all security guards who worked during the week, incl. their length of service</i>				<i>State the Regular and Overtime rate of the guards</i>			
7/7/2018	Doe, Jane / 0-36 months (> 120 days)	40.00	0.00	4.00	\$25.33	\$34.58	\$27.75	\$1,124.00
7/7/2018	Smith, John 0-36 Months (0-120)	38.00	2.00	1.00	\$25.19	\$34.44	\$27.75	\$1,053.75
<b>GRAND TOTAL</b>		<b>78.00</b>	<b>2.00</b>	<b>5.00</b>				<b>\$2,177.75</b>
<b>TOTAL</b>							<b>\$2,177.75</b>	

**FALSIFICATION OF THIS STATEMENT IS A PUNISHABLE OFFENSE.**

I hereby certify that the attached information represents the prevailing wages and supplemental benefits paid to all persons employed by my firm under the subject contract during the period shown. I understand that the Agency relies upon the information as being complete

Authorized Signer: \_\_\_\_\_  
 Printed Name: John Smith  
 Date: \_\_\_\_\_  
 Title: CFO (XYZ Security Firm)

All invoices must be submitted with supporting detailed timesheets and proof of payment issued by the schools to the security vendor.

**THANK YOU**

# Required Documents:

## Certified Payroll Report

- The certified payroll report must contain at minimum the following fields:
  - Name and address of school
  - Name and address of the security guard company
  - The ending date of the week
  - Name, address and last 4 digits of social security number for the security guard
  - Length of service and hired date for the guard, according to the NYC Comptroller's Labor Law Article 9 Prevailing Wage Schedule
  - The number of hours (straight-time and overtime) for each day of the week and the total hours for the week
  - The base rate and supplemental benefits rate paid to the guard
  - If other/fringe benefits are paid to the guard, it can be added into Column 8
  - Total gross payment to the guard



# Required Documents:

## Certified Payroll Report

- Bona Fide Fringe Benefits (Columns 13 + 14):
  - If your security vendor is not paying vacation/sick/holiday leave as an hourly rate they would be required to be fill out column 13 or 14
  - Column 13 indicates if your security vendor pays an hourly contribution to a benefit fund or accounts
  - If column 13 is provided, it is not necessary to fill out column 14
  - Column 14 represents bona fide fringe benefits calculated by the security vendor projecting the annual cost of the guard's vacation/sick/holiday leave and the guard's annual hours worked to determine the annualized hourly rate

# Certified Payroll Report

11/13/2019

## Certified Payroll Report for Nonpublic School Security Services Only

Security Vendor:		Phone:		School:																	
Address:				School Address:																	
TIN:		Week ending:		Contract #:																	
(1)	(2)	(3)	(4)							(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		
Name Address, Last 4 Digits of the Social Security Number	Length of Service and Hired Date	Time	Day and Date							Total Hours	Base Rate per Hours	Total Base Pay	Supplemental Fringe Benefits rate per hour	Total Benefits Paid	Gross Pay	Total Tax and Deductions	Net Pay	Hourly Contributions to Benefit Funds or Accounts	Bona Fide Fringe Benefits		
			Sun	Mon	Tue	Wed	Thu	Fri	Sat										All Other Bona Fide Fringe Benefits		
			7/1/2019	7/2/2019	7/3/2019	7/4/2019	7/5/2019	7/6/2019	7/7/2019										Employer Projected Annual Cost	Employee Projected Annual Hours	Annualized Hourly Rate
			Hours worked each day																		
Doc. Jane Address 1111	Unarmed - 0-36 months Hired: 12/1/2018	ST 40-	0	8	8	8	8	6	0	38.00	\$ 15.50	\$ 589.00	\$ 5.70	\$ 216.60	\$ 805.60		\$ 805.60	\$			#DIV/0!
		ST 40+	0	0	0	0	0	2	0	2.00	\$ 15.50	\$ 31.00	\$ -	\$ -	\$ 31.00	\$ 31.00					
		OT 40-	0	2	0	0	0	0	0	2.00	\$ 23.25	\$ 46.50	\$ 5.70	\$ 11.40	\$ 57.90	\$ 57.90					
		OT 40+	0	0	0	0	0	0	4	4.00	\$ 23.25	\$ 93.00	\$ -	\$ -	\$ 93.00	\$ 93.00					

I certify that the above information represents wages and supplemental benefits paid to all persons employed by my firm for security guard services at the above identified school. I understand that falsification of this statement is a punishable offense.

Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# Required Documents:

## Sign-in Register

- The sign-in register must contain at minimum the following fields:
  - Name and address of security guard company
  - Name and address of school
  - Service period and the date that the week ended
  - A separate line on the sign-in register must be completed per guard per day indicating:
    - The date
    - Guard's printed name
    - Guard's signature twice, one for signing in and one for signing out
    - Time in and out
    - Total hours worked
  - Falsification statement signed by both the security guard company and the school

# Sign-in Register

*Updated 9.6.19*

NAME OF SECURITY FIRM \_\_\_\_\_

ADDRESS OF SECURITY FIRM \_\_\_\_\_

## SECURITY SIGN-IN REGISTER SAMPLE (Work Assignment Data)

Client: School Name Here  
 Address: School Address

Week Ending: 7/8/2017  
 For the period: 7/2/17 - 7/8/17  
 Shift(s): \_\_\_\_\_  
 Site Code: School Site #

Date	Employee ID	Print Guard Name	Time In	Guard Signature	Time Out	Guard Signature	Total Hours Worked
7/2/2017	0001	Sam Ford	8:00		15:00		7
<b>TOTAL HOURS</b>							<b>7</b>

I certify that I and/or my duly authorized representative has checked and verified the above guards service hours for the period \_\_\_\_\_ to \_\_\_\_\_, inclusive; that to the best of my knowledge and belief it is a true and correct statement of services performed; that such service has been verified by me and or my duly authorized representative(s), and that it has been authenticated or approved by the duly authorized agent of (firm name here).

\_\_\_\_\_  
Signature of CLIENT Representative

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of SCHOOL Representative

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date Signed

# Afterschool Activities

# Afterschool Activities

# Afterschool Activities

- Schools may submit an afterschool activities requests for activities that:
  - Begin before 6 p.m. but may end after 6 p.m.;
  - Begin after 6 p.m.;
  - Occur on weekends that are not regular school days.
- Schools must submit [Additional Activity Approval Forms](#) found on the DCAS website, not in HHS Accelerator.
- Submissions are completed no less than two (2) weeks prior to an event for which they will seek reimbursement.
- Approvals must be submitted with the invoice package for reimbursement for the particular quarter.

# Insurance Requirements

# Insurance Requirements

# Insurance Requirements

- Upon retention by the school, the security guard vendor must maintain throughout the term of its agreement with the school the following insurance documents:

1. Commercial General Liability	4. Additional Insured Endorsement
2. Worker's Compensation	5. Indemnification Language
3. Disability Benefits	6. Broker Certification

- Schools are not required to use the same security guard vendor throughout the duration of their program. However, it is the school's responsibility to make sure the new vendor has obtained the required insurance within 10 days of its retention by the school.



# Insurance Requirements

Continued:

- Security guard vendors must submit all required insurance documentation within five (5) days of the expiration date of the policy.
- Schools are responsible to ensure that their security guard vendor has the required insurance coverage, and schools must produce proof of the insurance upon demand by DCAS.
- Samples of these insurance documents are available on DCAS' website on the [For Security Vendors](#) page.

**Annual Incident Report**

# **Annual Incident Report**

# Annual Incident Report

- As per LL2 and as stated in the MOU between the school and the City of New York, an annual incident report must be completed and submitted to the City by each participating school.
- Schools must keep a record of all criminal activity and other significant incidents related to public safety that were documented while the security guard was on duty, within the prior school year.
- Schools are also responsible for promptly reporting criminal activity to the New York City Police Department and other significant incidents related to public safety to any other government agency, where appropriate.
- During the first week of October, DCAS will email all schools the Annual Incident Report request which includes the Annual Incident Report Summary Template. The school must summarize the recorded incidents on the template provided by DCAS.
- Responses are due within 30 days of the request and must be transmitted to DCAS via email to: [ContactDCAS@dcas.nyc.gov](mailto:ContactDCAS@dcas.nyc.gov).

# Annual Incident Report Summary

NON-PUBLIC SCHOOL SECURITY GUARD REIMBURSEMENT PROGRAM  
PUBLIC SAFETY ANNUAL INCIDENT REPORT SUMMARY  
SCHOOL YEAR 202-/202-

Date Submitted: \_\_\_\_\_

School Name: \_\_\_\_\_ School Address: \_\_\_\_\_

Did your school have a public safety incident during the school year 202-/202-

Please check: Yes  No

If yes, please complete the table below for each incident.

Date of the Incident	Incident Description	Was NYPD or any other Government Agency Notified of Incident (Y/N)	Was an NYPD Report Filed	Outcome of Investigation

Note: All supporting documents such as a New York City Police Department (NYPD) report or any other official government agency report should be maintained by the School in accordance with Section 14-05, (f) of the Program Rules.

School Administrator Name: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_

# Audit Audit

# Audit

- Schools must make available all records supporting its reimbursement claims for auditing and inspection by the DCAS Audit & Compliance Services Unit upon demand with five days prior written notice.
- Audit & Compliance Services may visit the school to review records and interview staff, contractors, and subcontractors in furtherance of Audit & Compliance Services audit of the reimbursement claims. The school must cooperate with Audit & Compliance Services during such visits.
- Audit & Compliance Services shall report the findings of its audit and recommendations to DCAS for any action it deems appropriate. The school's failure to comply with the rules may result in disqualification from the program.
- Auditing of schools participating in the program include:
  - Site visits; desk audits; and invoice reviews

# Audits:

## Site Visit Observations

- During site visits, Audit & Compliance Services is seeking to verify that the school is within compliance with the requirements of the program, including the following:
  - Prevailing Wage Notice Poster (displayed conspicuously)
  - Current Applicable Prevailing Wage Schedule (displayed conspicuously)
  - Working radio / company cellphone
  - Distinct uniform / professional attire (dress code adhered to)
  - Sign-in sheet at location (guards sign in at the beginning and sign out at the end of each work shift)
  - Unarmed guard (verification)

# Audits:

## Desk Audit

- During a desk audit, Audit & Compliance Services is reviewing whether supporting documents submitted by the school are adequate in accordance with program rules:
  - Insurance documentation (adequate and valid)
  - Required training (verification via NYS licensing website)
  - 501(c) Not-for-Profit document (verification of required NPS status)
  - BEDS & student number (at least 300 students & allowable number of guards)
  - MOU package (signed & registered)
  - Annual Incident Report (submitted)



# Audits:

## Invoice Review

- Audit & Compliance Services team conducts a review of documents submitted on approved invoices:
  - Security guard vendor on QPL (verification)
  - Prevailing Wage (proper application of length of service, base rate, and supplement benefits)
  - Billable hours (allowable and properly distributed on Certified Payroll Report)
  - Reimbursement Calculation Verification (proper and justified)

# Retention Of Records

- Records supporting reimbursement claims must be retained for seven (7) years as per Chapter 14, § 14-08 (a) of Title 55 of the Rules of the City of New York. The seven (7) years starts from the date of the final payment made under the MOU.
- Items include but are not limited to invoices, payroll reports, timesheets and work assignment data from the guard companies and annual incident reports.

# Who To Contact

## General Program Questions

- [ContactDCAS@dcas.nyc.gov](mailto:ContactDCAS@dcas.nyc.gov)

## MOUs and Reimbursement Process

- [Reimbursement4Schools@dcas.nyc.gov](mailto:Reimbursement4Schools@dcas.nyc.gov)

## Prevailing Wage

- [OCPHelp@dcas.nyc.gov](mailto:OCPHelp@dcas.nyc.gov)

## Afterschool Activity Approval Questions

- [SchoolActivities@dcas.nyc.gov](mailto:SchoolActivities@dcas.nyc.gov)

## Technical Support for HHS Accelerator and PASSPort

- [MOCS Service Desk Portal](#)

## NPS Program Hotline

- (212) 386-0040

Questions?



DCAS

Thank You