

FY 2023 HHS Accelerator Financials Fiscal Manual: Summary of Changes

Updated as of 05.02.2023

1. *Updates throughout document*
 - DYCD Help Desk email updated to Budgetandfinancehelp@dycd.nyc.gov
 - Contract Agency Payment Unit (CAFD) renamed **Agency Payment Unit (APU)**

2. *Cost Manual governs all Health and Human service contracts for DYCD except Discretionary Contracts/ Fiscal Agent Contracts (Page 5, 25)*

3. *Limitation on Salary for Federally Funded Contracts (CSBG, CDGB and WIOA)*
The annual rate for Federal Executive Pay Level II is **\$212,100** (Effective January 2023)
(Page 14)

4. *Incentive Payments/Bonus-Incentive- Incentives for WIOA Contracts (Page 18)*
Added If a Provider plans to offer incentives on a WIOA human service contract, DYCD requires:
 1. Incentive \plans must first be approved by the **Program Manager**
 2. In the interim, the funds budgeted for **Incentives** should be placed in the **Unallocated** line.
 3. Once Providers receive the approval, a budget modification must be submitted with the approved incentive plan attached.

5. *Unallocated Funds (Page 23)*
Added Incentive Plans (WIOA - pending approval)

6. *Allowance Amendment and Contingency Drawdown Policy (Page 25)*

7. *Relinquishment or Disposal of Furniture and Equipment (Page 38)*
Providers must notify DYCD in writing through the Helpdesk Budgetandfinancehelp@dycd.nyc.gov for Audit referral with a list of the equipment, serial number(s), model number(s) and purchase date.

8. *Petty Cash Fund Use Establishment (Page 43)*
 - Increase in Petty Cash fund from \$1,000 to **\$1,500.**
 - Increase for Petty Cash Expense from \$200 to **\$250.**