



Susan Nuccio  
Deputy  
Commissioner  
Financial Services

150 William Street  
10<sup>th</sup> Floor  
New York, NY 00000

Jose Mercado  
Assistant  
Commissioner  
Budget, Claiming and  
Revenue  
Financial Services

150 William Street  
10<sup>th</sup> Floor  
New York, NY 10038

Email Address:  
[jose.mercado@dfa.state.ny.us](mailto:jose.mercado@dfa.state.ny.us)

Dear *EarlyLearn* and City Council discretionary funded programs –

As you know, the insurance coverage provided through the New York City Central Insurance Program (CIP) will no longer be available beginning November 1, 2013. Contractors must obtain their own Commercial General Liability, Workers' Compensation and Disability, and Fidelity Bond (crime) coverage – **sites cannot provide services to children without this insurance coverage.**

Upon obtaining insurance, but no later than November 8, 2013, providers are required to submit a proof of insurance to the attention of Jean Sheil at [jean.sheil@acs.nyc.gov](mailto:jean.sheil@acs.nyc.gov). For Workers' Compensation, Disability Benefits, and Employer's Liability coverage the submitted proof of insurance must comply with Section 7.08(A) of Appendix A of your *EarlyLearn* or discretionary contract. For all other required insurance coverage, you are required to submit proof of insurance in accordance with Section 7.08(B) of Appendix A of your *EarlyLearn* or discretionary contract which includes a copy of the Certificate of Insurance, the additional insured endorsement, and a duly executed Certification by Broker (page 5 in the attached "Insurance Requirements" document). As stated, these proof of insurance must be submitted to the attention of Jean Sheil at [jean.sheil@acs.nyc.gov](mailto:jean.sheil@acs.nyc.gov) **no later than November 8, 2013.**

For the Commercial General Liability insurance (which may include additional, supplementary or alternate, umbrella, abuse and molestation and/or corporal punishment coverage), The City of New York, together with its officials and employees, must be named as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 20 10. Please note: do not name the Administration for Children's Services as the Additional Insured as this is not acceptable. The City's address to include on the "Certificate Holder" box of the Certificate of Insurance is as follows:

The City of New York  
c/o The Administration for Children's Services  
150 William Street, 9<sup>th</sup> Floor  
New York, New York 10038

Please see attached for electronic versions of the documents that were distributed during the Central Insurance Program Informational Forum on August 1.

The insurance requirements document titled “Appendix A: General Provisions Governing Contracts for Consultants, Professional, Technical, Human and Client Services” is standardized language that is incorporated in City contracts. ACS is not requiring its *EarlyLearn* or discretionary providers to provide Professional Liability insurance as described in Section 7.03 at this time. It was noted at the meeting that Professional Liability insurance may be a NYCHA requirement. If you have obtained Professional Liability coverage, it is not necessary to include the City as an Additional Insured on such coverage; however, we ask that you provide ACS with proof of coverage such as a Certificate of Insurance.

Below is the contact information for the presenters at the meeting. Should you have more questions, please reach out to the appropriate individual.

#### Mayor’s Office of Contract Services (MOCS)

- Lisa Flores [lflores@cityhall.nyc.gov](mailto:lflores@cityhall.nyc.gov)
- information on what CIP will cover up until October 31, 2013

#### ACS Business Law

- Nancy Belson [nancy.belson@dfa.state.ny.us](mailto:nancy.belson@dfa.state.ny.us)
- contractual insurance obligations

#### ACS Financial Services

- Sunday Bafunso [sunday.bafunso@dfa.state.ny.us](mailto:sunday.bafunso@dfa.state.ny.us)
- loss run requests and copies of your CIP certificate must be in writing and sent from the director / senior staff / board of an agency

#### ACS Early Care & Education

- Maria Benejan [maria.benejan@dfa.state.ny.us](mailto:maria.benejan@dfa.state.ny.us)
- general questions

For more information about:

Worker’s Compensation and Employer’s Liability Insurance and Disability Benefits – [www.wcb.ny.gov](http://www.wcb.ny.gov) or 866.750.5157

Unemployment insurance – [www.labor.ny.gov](http://www.labor.ny.gov) or 518.457.2635

ACS and MOCS understand that this is a significant transition for providers - we remain committed to supporting you through this process. Please do not hesitate to reach out with any questions.