



Gladys Carrión  
Commissioner

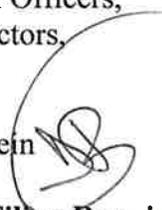
**MEMORANDUM**

Susan Nuccio  
Deputy Commissioner  
Chief Financial Officer  
Financial Services

**DATE:** November 2, 2016

**TO:** Head Start, Foster Care, Child Care, Preventive Providers  
Chief Financial Officers,  
Executive Directors,  
Fiscal Staff

David Brandwein  
Chief Operating Officer  
Financial Services

**FROM:** David Brandwein 

150 William Street  
10th Floor  
New York, NY 10038

**SUBJECT: Single Audit Filing Requirements for Designated Federal Subrecipients and Contractors**

David.Brandwein@acs.nyc.gov

The Administration for Children's Services has reviewed the Federal Uniform Guidance designations for Subrecipients and Contractors. Based on this review, please note the updated designations for ACS funds and programs that are highlighted in the chart below. Please note that the Subrecipient/Contractor designation has an impact on whether program funds are included in the provider annual Single Audit (formerly known as the A133 Audit).

Funding	Designation	
	Federal Subrecipient	Contractor
Head Start	Yes	No
Community Development Block Grant (CDBG)	Yes	No
NYS Child Care Block Grant (Child Care)	No	Yes
Foster Care	No	Yes
Preventive Services	No	Yes

If the program funds you receive are designated in the chart as Federal Subrecipient, you are required to include that funding and reporting in the Single Audit. Beginning in Fiscal Year 2016 this category includes Head Start and Community Development Block Grant (CDBG). If the program funds you receive are designated in the chart as Contractor, you are not required to include the funding and reporting in the Single Audit. Beginning in Fiscal Year 2016 this category includes Child Care, Preventive Services and Foster

Care. Therefore, if your agency only receives funding from ACS designated as Contractor, you will no longer have to file a Single Audit.

**Please follow the new filing requirements outlined below:**

**Federal Subrecipient**

Agencies with ACS Head Start and/or CDBG (part of the ACS EarlyLearn Child Care program) funds are designated as Subrecipients. Subrecipients are required to file a Single Audit if they meet the Federal threshold of \$750,000 of expenditures in all Federal Subrecipient funds. Please follow the Fiscal Year 2016 Audit Instructions for submitting the Single Audit.

**Contractor**

Agencies with Child Care, Foster Care and Preventive Services funds are designated as Contractors. Agencies with these programs should inform their CPA firm within two weeks of receiving this letter to discontinue any work being done in relation to the Fiscal Year 2016 Single Audit on program funds now designated as Contractor. Note, if your agency receives Federal Subrecipient funds from other entities you must still file a Single Audit but do not include funds designated as Contractor.

**Federal Subrecipients and Contractors**

Both Subrecipients and Contractors are still required to follow instructions for the submission of Financial Statements and Schedules based on the September 30, 2016 letter from David Brandwein (see attached). Please note that the new due date for the submission of year-end audited financial statements is January 31, 2017.

If you have any questions, please contact Marcia Gilliard at 212-676-8855. Thank you for your cooperation.

CC: S. Nuccio  
J. Mercado  
COFFCA



Gladys Carrión  
Commissioner

Susan Nuccio  
Deputy Commissioner  
Chief Financial Officer  
Financial Services

David Brandwein  
Chief Operating Officer  
Financial Services

150 William Street  
10th Floor  
New York, NY 10038  
David.Brandwein@acs.nyc.gov

## MEMORANDUM

**DATE:** September 30, 2016

**TO:** Chief Financial Officers, Finance Directors Child Welfare, EarlyLearn and Discretionary Contractors

**FROM:** David Brandwein 

**SUBJECT:** New Policy for Submission of Audited Financial Statements City Fiscal Year 2016

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In order to improve our ability to assess the financial condition of our contractors the ACS Division of Financial Services (DFS) will now be requesting that all contractors submit year-end audited financial statements beginning with City Fiscal Year 2016 (July 1, 2015-June 30, 2016). These documents will be due to ACS on January 31, 2017, seven months after the close of City Fiscal Year 2016.

- Child Welfare contractors will submit year-end audited financial statements and schedules by email to [Jenny.Nakas@acs.nyc.gov](mailto:Jenny.Nakas@acs.nyc.gov) or send an email notifying ACS that the documents have been uploaded to HHS Accelerator.
- EarlyLearn and Discretionary contractors will submit year-end audited financial statements and schedules by email to [Denise.Borak@acs.nyc.gov](mailto:Denise.Borak@acs.nyc.gov) or send an email notifying ACS that the documents have been uploaded to HHS Accelerator.

Thank you for your continued effort and hard work.

CC: Provider Executive Directors  
S. Nuccio  
J. Mercado