



David A. Hansell
Commissioner

MEMORANDUM

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DATE: May 16, 2017

TO: ACS Human Services Contractors

FROM:  Susan Nuccio

SUBJECT: **Policy for Advances and Recoupments for Human Services Contractors (Effective July 1, 2017)**

Based on recommendations from the Mayor's Office of Contract Services (MOCs) and the Nonprofit Resiliency Committee (NRC), ACS is issuing this Policy for Advances and Recoupments for Human Services Contractors. The policy is designed to allow organizations to plan and manage their budgets and financial obligations more effectively. This policy is effective July 1, 2017.

Policy for Advances and Recoupments for Human Services Contractors

Eligible Programs:

This policy is effective for Preventive Services, Early Learn, NSP Aftercare and Non Secure Detention (NSD) contracts.

Contracts are eligible for advances following registration with the New York City Comptroller's Office and budget approval for a given fiscal year. Until a contract or amendment is registered, the City is not permitted to release funds to a provider for any expenses. For contracts that register after the start of the fiscal year, contractors may contact ACS individually to discuss an Advance and Recoupment Schedule.

Programs with funding structures that are not compatible with this policy, such as rate based programs, are considered ineligible for inclusion under this policy.

Advances:

At the beginning of the fiscal year (July), ACS will issue advances to all eligible contractors equivalent to no less than 25% of their fiscal year budget. For contractors with significant or ongoing management issues advances will be reviewed on a case-by-case basis before being issued.

Recoupments:

ACS will recoup advances during months 7, 8 and 9 of the fiscal year (Jan., Feb. and March). The recoupment will be distributed equally over this three month period. Contractors may contact ACS to discuss an alternate recoupment schedule provided that advances are fully recovered by the end of the fiscal year.

For questions regarding implementation for Preventive and DYFJ providers please contact Jackie Roth at Jackie.Roth@acs.nyc.gov and for Early Learn providers please contact Devang Mody at Devang.Mody@acs.nyc.gov

Thank you in advance for your cooperation.

CC: COFCCA