ACS Honors 51 Foster Parents as "New York's Kindest, Going Above and Beyond"
Addressing the gathering, ACS Commissioner John Mattingly said, "Without a strong group of committed and qualified foster parents, our goals for permanency would not be possible." Learn more

Wednesday's Child

Destiny is a quiet teen who prefers to observe situations first before joining in. When she has had a chance to warm up, Destiny is sociable and engaging. Overall, Destiny is a sweet, thoughtful girl with a winsome smile.

Learn more about Destiny and how you can adopt her
ACS FISCAL MANUAL Effective July 1, 2011

Preventive and Foster Care Provider Agencies now have an online resource for topics including but not limited to - budget, payment, financial records, reporting, invoicing, allowable use of funds, cost allocation plans, and audits. Please refer to this website for the most current version of the Fiscal Manual.

FISCAL MANUAL>
RESOURCES FOR STAFF AND PROVIDER AGENCIES

How To Print
ACS FISCAL MANUAL - Child Welfare

CLICK THE LINKS BELOW TO VIEW AND PRINT
THE FOLLOWING SECTIONS OF THE MANUAL

1. Preventive Services Guide (pdf) (General Preventive)
2. Stability for Teens & Permanency Initiative (pdf) (formerly Reinvestment)
3. Preparing Youth for Adulthood and Housing Subsidy (pdf)
4. Foster Care (All sections)
5. Guide to Foster Care Special Payments (pdf)
6. Special Payments Detail Sheets (pdf)
7. SPS Payroll Schedule (pdf)
8. SPS Demographic / Movement Template (DEMOC + MOVEC) (pdf)
9. Reports: Distribution Agency File Upload Job Aid (pdf)
10. SPS Reconciliation & Post Payment Reporting Tool (pdf)
11. Table of Contents (General) (pdf)

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Fiscal Manual Updates

CLICK THE LINK BELOW TO VIEW AND PRINT FISCAL MANUAL UPDATES

July 1, 2011 (pdf)
### CASE CONFERENCING / IOC PHASE 2 Allocation
- FY11 - Agencies received $18,000 for every 150 youth in care.
- FY12 - There is no allocation as of July 2011 service period.

### DISCHARGE GRANTS
- FY11 - Discharge Grants are a tool in planning for the discharge of a child from foster care. Discharge Grants are provided to facilitate the child's transition from foster care placement to community living. Allowable items include: broker's fees, rent, food, furniture, bedding, clothing, and other necessary household items such as cooking utensils.
- FY12 (As of July 1, 2011) - Discharge Grants no longer exist as a separate billable entity. However, anything that is necessary to expedite a child leaving foster care such as broker's fees, rent, food, furniture, bedding, clothing, and other necessary household items such as cooking utensils are allowable expenses and can be charged to ACS programs that support youth being discharged. These programs include Reinvestment, PYA, and Housing Subsidy.
- FY11 Discharge Grant invoices must be submitted by September 30, 2011. Invoices for FY11 Discharge Grants will no longer be honored after this date. As of July 1, 2011, prior year [FY10 and earlier] Discharge Grant invoices will no longer be honored.
<table>
<thead>
<tr>
<th>GENERAL PREVENTIVE</th>
<th>JULY PAYMENTS</th>
</tr>
</thead>
</table>
| Family Treatment and Rehabilitation (FTR) | 1. June Service Period  
For those agencies who had prior contracts in FY11.  
Paid when invoices received. |
| Specialized JJI, Intensive Preventive | 2. Calculated Payment  
For all agencies whose new contracts have been registered.  
Paid during second week of July.  
Calculation based on 1/12 of RFP awarded budget. |

<table>
<thead>
<tr>
<th>FY12 Payment Schedule</th>
<th>JULY AND ONGOING</th>
</tr>
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</table>
|                        | Invoices submitted within 30 days of service period.  
Paid upon receipt. |

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<tr>
<th>RECONCILIATION</th>
<th></th>
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</table>
| October - Reconciliation of calculated payment will be based upon invoices for July-September.  
November - Recoupment and adjustment of payment will occur. |

<table>
<thead>
<tr>
<th>HOMEMAKING Payment Schedule</th>
<th></th>
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</thead>
</table>
| Weekly payment structure.  
Two-month advance payment to be processed the first week of July.  
Year-end reconciliation will start July 1st of the new fiscal year and end on September 30th of that fiscal year.  
Homemaking Contractors are required to submit weekly billing invoices to HRA.  
Homemaking Contractors will meet with Family Home Care to address outstanding billing and reconciliation.  
Notice of payment with back-up documentation is sent to Contractors weekly. |
## PREPARING YOUTH FOR ADULTHOOD (PYA) Allocation
- FY11 - Allocation based on $2,700 per child age 14+
- FY12 (As of July 1, 2011) - Allocation based on $2,700* per child age 14+
  - *Final budget allocation is pending confirmation of budget availability.

## RAPID INTERVENTION TEAMS, COMMUNITY PARTNERSHIP PROGRAM (CPP) Payment Schedule
- Payment will be one-quarter of annual budgeted amount
- Payment processed by second week of quarter
- Continued quarterly payments will be based upon submission of monthly invoices 30 days after the month services are provided.

## SPECIAL PAYMENTS Allocation
- FY11 – Allocation based on $175 per child in the following levels of care: RFBH, TFBH, Special Medical FBH and all levels of Residential Care. Allocation for ACS youth only. OCFS youth not included in the calculation.
- FY12 (As of July 1, 2011) Allocation based on $175 per youth in Family Foster Care (FFC) ONLY. Does not include Treatment Family Foster Care (TFFC), Special Medical Needs Family Foster Care, MRDD Family Foster Care, Sexually Exploited Family Foster Care or any level of residential care. Allocation for ACS youth only. OCFS youth not included in the calculation.
### STABILITY FOR TEENS and PERMANENCY INITIATIVE
(formerly Reinvestment)
(Includes Foster Parent Support)

| Allocation | • FY11 - Allocation provided by the Division of Policy and Planning. Based on performance targets.
|            | • FY12 (As of July 1, 2011) - Allocations provided by the Division of Policy and Planning. Based on performance targets. |

### SUBMISSION OF INVOICES

Invoices for actual expenses incurred in any one (1) month shall be submitted to ACS by the Contractor within thirty (30) days after the end of each month in which such expenses were incurred. If the Contractor fails to provide ACS with the required invoices for the amounts incurred sixty (60) days after the date the invoices are due and/or if the Contractor fails to provide invoices in a manner acceptable to ACS in accordance with this Fiscal Manual sixty (60) days after the date the invoices are due, ACS, may, at its sole option, disallow such invoices.

If the Contractor invoices ACS for non-allowable expenses, ACS, may, without any prior notice to the Contractor, disallow such amounts from the Contractor’s invoice(s) and pay the remaining allowable expense amounts, if any.
### CHANGES TO PROGRAM NAMES AND ACRONYMS

<table>
<thead>
<tr>
<th>Prior Name / Acronym</th>
<th>CURRENT NAME / ACRONYM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Foster Boarding Home</td>
<td>Family Foster Care</td>
</tr>
<tr>
<td>DRC – Diagnostic Reception Centers</td>
<td>Rapid Intervention Centers</td>
</tr>
<tr>
<td>Family Rehabilitation Program – FRP</td>
<td>Family Treatment and Rehabilitation - FTR</td>
</tr>
<tr>
<td>PINS Program</td>
<td>Family Assessment Program - FAP</td>
</tr>
<tr>
<td>Special Medical Foster Care</td>
<td>Special Medical Needs Family Foster Care</td>
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<tr>
<td>Special Medical Foster Care</td>
<td>MRDD Family Foster Care</td>
</tr>
<tr>
<td>Special Medical Foster Care</td>
<td>Sexually Exploited Family Foster Care</td>
</tr>
<tr>
<td>Therapeutic Family Boarding Home</td>
<td>Treatment Family Foster Care</td>
</tr>
<tr>
<td>SILP – Supervised Independent Living Program</td>
<td>--NONE--</td>
</tr>
<tr>
<td>Therapeutic Family Boarding Home</td>
<td>Rapidd Intervention Teams</td>
</tr>
</tbody>
</table>

ACS Division of Financial Services
ACS Fiscal Manual - Effective July 1, 2011
PART 1 – INTRODUCTION AND INSTRUCTIONS ON USE
1.1 General Guidelines

PART 2 – BUDGET
2.1 Preparation for Fiscal Year - Preventive
2.2 Budget Confirmation - Preventive
2.3 Budget Guidelines - Preventive
2.4 Private Share - Preventive
2.5 General Guidelines - Preventive
2.6 General Guidelines - Foster Care

PART 3 – FINANCIAL RECORDS AND INTERNAL CONTROLS
3.1 Reimbursement of Actual Expenditures/ Reconciliations
3.2 Bookkeeping and Accounting
3.3 Accrual Accounting
3.4 Internal Controls
3.5 Bank Accounts or General Ledger Accounts
3.6 Back Up Documentation
3.7 Monthly Expense Reports
3.8 Foster Care - General Guidelines

PART 4 – CLAIMING AND PAYMENTS
4.1 General Guidelines

PART 5 – PROCUREMENT
5.1 General Guidelines

PART 6 – TAXES
6.1 General Guidelines

PART 7 – AUDITING
7.1 Fiscal Reviews
7.2 Circular A-122 General Cost Principles for Non-Profit Organizations
7.3 Guide to Foster Care Audit

PART 8 – CONTRACT CLOSEOUT
8.1 General Guidelines

PART 9 – OTHER REPORTING REQUIREMENTS
9.1 Payment Bulletin - Guide to Foster Care Special Payments
9.2 Recurring and Single Issue Payroll Schedules - Foster Care

PART 10 – STANDARD FORMS
Preventive Services Programs
Appendix A Attestation
Appendix B Preventive Services Monthly Expense Report
Stability for Teens and Permanency Initiative
Appendix A Monthly Expense Report Form
Appendix B Contract Agency Summary and Child Specific Information Schedules
Preparing Youth for Adulthood and Housing Subsidy for Youth with a Goal of Independent Living or Reunification
Appendix A Attestation
Appendix B Monthly Expense Report
Appendix C Child Specific Data Form and Instructions
Foster Care
Appendix A SSPS Demographic/Movement Template [DEMOC + MOVEC]
Appendix B Reports Distribution Agency File Upload Job Aid
Appendix C SSPS Reconciliation & Post Payment Reporting Tool
Appendix D Special Payment Detail Sheets