

ACS Fiscal Manual – Child Welfare
ACS Financial Services
UPDATES JULY 1, 2011

<p>CASE CONFERENCING / IOC PHASE 2 Allocation</p>	<ul style="list-style-type: none"> • FY11 - Agencies received \$18,000 for every 150 youth in care. • FY12 - There is no allocation as of July 2011 service period.
<p>DISCHARGE GRANTS</p>	<ul style="list-style-type: none"> • 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.
<p>GENERAL PREVENTIVE Family Treatment and Rehabilitation (FTR) Specialized JJI, Intensive Preventive FY12 Payment Schedule</p>	<p><u>JULY PAYMENTS</u></p> <p>1. June Service Period For those agencies who had prior contracts in FY11. Paid when invoices received.</p> <p>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.</p> <p><u>JULY AND ONGOING</u> Invoices submitted within 30 days of service period. Paid upon receipt.</p> <p><u>RECONCILIATION</u> October - Reconciliation of calculated payment will be based upon invoices for July-September. November - Recoupment and adjustment of payment will occur.</p>
<p>HOMEMAKING Payment Schedule</p>	<ul style="list-style-type: none"> • 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.

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<p>PREPARING YOUTH FOR ADULTHOOD (PYA) Allocation</p>	<ul style="list-style-type: none"> • 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+. <p style="text-align: right;">*Final budget allocation is pending confirmation of budget availability.</p>
<p>RAPID INTERVENTION TEAMS, COMMUNITY PARTNERSHIP PROGRAM (CPP) DYFJ - NSDs Quarterly Payments Payment Schedule</p>	<ul style="list-style-type: none"> • 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.
<p>SPECIAL PAYMENTS Allocation</p>	<ul style="list-style-type: none"> • 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.
<p>STABILITY FOR TEENS and PERMANENCY INITIATIVE (formerly Reinvestment) (Includes Foster Parent Support) Allocation</p>	<ul style="list-style-type: none"> • 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.
<p>SUBMISSION OF INVOICES</p>	<p>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.</p> <p>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.</p>

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CHANGES TO PROGRAM NAMES AND ACRONYMS**

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

**ACS Division of Financial Services
ACS Fiscal Manual - Effective July 1, 2011**