

COVID-19 (C19) DYCD PROGRAM AREA CHECK IN

PROGRAM AREA: COMPASS

DATE SENT: April 3, 2020



ONGOING RESOURCES:

Complete Online DOHMH Resources: [Updated COVID-19 Information - NYC DOHMH](#)

Learn At Home Activities from NYC DOE: [K- 12 Learn At Home Activities](#)

MOCS Guidance for HHS/Payments and Contracts: [Guidance for Human Service Provider](#)

Commercial and Residential Cleaning Guidance: [Cleaning Guidance](#)

GENERAL UPDATES:

- All agencies must submit a workplan describing the activities (training, remote engagement, meal distribution, etc.) that will be implemented during the COVID-19 closures. Please contact your Program Manager for specific guidance on this plan. All activities should be supported by your current budget. **You must obtain prior approval for any expenditures that are projected to exceed your FY '20 contract amount.** Please tag any expenses specific to COVID-19 as COVID-specific expenditures. If you are supporting an enhanced service, such as the DOE Regional Enrichment Centers (RECs), you may charge staff expenses across multiple DYCD contracts in order to keep expenditures within your FY'20 budget amounts, but please inform your Program Manager of all of the program sites that are supporting the enhanced services.
- In addition to mailing original documents, please **email one** fully executed PDF copy of your contracts to CDSU@dycd.nyc.gov.
- Please check your HHS account regularly for your FY'21 budget and note there is a 2-week turnaround for budget submission after receipt in HHS.

If you have general C19 questions, please contact: DYCDCovid19@dycd.nyc.gov

For program area specific questions, please contact: COMPASSoperations@dycd.nyc.gov

- Attendance for activities implemented during the shutdown must be documented but **NOT** entered in DYCD Connect. We will provide guidance regarding this attendance soon, so please maintain all attendance data, invoices and other records pertinent to these activities.
- Summer worksopes will be released shortly in DYCD Connect. An email with workscope instructions and summer updates will be sent prior to the workscope release. At the present time we expect summer programming to operate as scheduled. If this changes we will update you accordingly.
- All DYCD units are available during regular business hours via email or business cell phone. Please connect with us as needed with questions and concerns. You should expect a response from the COMPASS unit within 24 hours.
- Each Friday at 10:30AM COMPASS will host a conference call for providers. Invites will be sent on Tuesday for these calls and agencies will have an opportunity to submit questions to be answered during this call.
- DYCD Youth Special Events: https://www1.nyc.gov/site/dycd/services/special_initiatives.page

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