

## **FY 2020 HHS Accelerator Financials Fiscal Manual: Summary of Changes**

(Updated as of 05.10.19)

1. *New Program Areas added (Page 4)*  
Summer Youth Employment Program & Advance and Earn.
2. *NYC HHS Cost Policies and Procedures Manual (Page 4)*  
(Cost Manual) introduction and link.
3. *Financial Inquiries Contact (Page 5)*  
All financial inquiries **must** be emailed to the CAFD Help Desk at [cafdhelp@dycd.gov](mailto:cafdhelp@dycd.gov)
4. *Insurance (Page 9)*  
Proof of Insurance: Workers Compensation and Disability Insurance required for budget approval.
5. *Central Insurance Program (Page 5 & 19, 51)*  
**Includes:** Family Leave Coverage
6. *Contracted Services (Page 17-18)*  
Consultant, Sub-Contractor and Vendor definitions and policy changes.
7. *Unallocated Funds (Page 19-20)*  
Description of cost must be provided for Central Insurance Program (CIP), Van Maintenance and Fiscal Agent Services.
8. *Indirect Rate (Indirect Cost) Policy (Page 20)*  
Providers with new contracts effective 7/1/19 (FY 20) will be governed by The City of New York Health and Human Services Cost Policies and Procedures Manual ("Cost Manual". This Cost Manual governs the procedures for Indirect Cost Rate (ICR) calculations on the contract budget and how to claim on the HHS Accelerator Invoice. The new (Cost Manual) calculation will automatically apply to all new, renewal, or negotiated acquisition extension contracts and budgets. All other contracts can decide to opt in or opt out. Budgets that reflect an **indirect rate over 10%** will require an attestation letter from a CPA firm. If the provider has a federally approved rate, we will accept a NICRA letter. Failure to submit the CPA letter or NICRA for indirect rates over 10% will prevent budget approval.
9. *Budget Modifications (Page 22)*  
No restrictions on the number of budget modifications per Fiscal Year.
10. *EFT/Direct Deposit Portal (PIP) (Page 27, 46)*  
Enroll for EFT/Direct Deposit program online via the Payee Information
11. *Annual Close Out Notification (Page 48)*  
Providers will no longer receive a close out letter since all information is available online.