

## **FY 2021 CCMS Fiscal Manual: Summary of Changes-Draft**

Updated as of 02.26.2021

1. *Cover Sheet & Introduction and Overview* **(Page 1, 4)**
  - Effective **FY21 (7/1/2020)** this manual will apply **ONLY** to Discretionary Contracts
  - All other programs listed below will be transitioning into HHS Accelerator Financials:
    - Neighborhood Development Area
    - Literacy
    - WIOA contracts Program Year 2020 & Fiscal Year 2021  
(OSY- *Train & Earn* and ISY- *Earn & Learn*)
2. *Forms* **(Page 3)**
  - FY21 Budget forms: Insurance Packet form
3. *PERS submissions must be emailed* **(Page 5, 41, 42)**

A completed PERS form must be emailed to [PERSSubmission@dycd.nyc.gov](mailto:PERSSubmission@dycd.nyc.gov) for reimbursement of paid expenditures
4. *Providers that have their own General Liability Insurance* **(Page 10, 16)**
  - Admission/Entrance Fees for Participants & Audit Fees
  - Providers that have their own General Liability Insurance General Liability must allocate this expense under Other Cost. Note: Please review the Other Cost category for requirements.
  - General Liability Insurance Requirements
5. *Compliance with the Requirements of the Non-profit Revitalization Act of 2013* **(Page 25)**
6. *Vendor Invoices* **(Page 26)**

All invoices maintained as documentation to support a claim must be in its original form and must display the Provider's name as the recipient of the goods/services. All invoices must be maintained and made available for review, in accordance with Generally Accepted Accounting Principles and the record keeping requirements of the contract.
7. *Invoice due dates: 15<sup>th</sup> of the month no later than the 30<sup>th</sup>* **(Page 41-42)**
8. *DYCD Mailing Address update* **(Page 46)**

Provider Refunds Due: Providers must issue a check payable to the NYC Department of Youth and Community Development. The check is to be sent to: **DYCD/CAFD Attention:** Erick Nieves 2 Lafayette, 19th Floor, New York, NY 10007