



ACS FISCAL MANUAL

ADDENDUM: Non Secure Placement & Aftercare Services

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ADDENDUM: CLOSE TO HOME - Non Secure Placement & Aftercare Fiscal Manual
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SECTION 1 - BUDGET

1.0 ALLOCATION METHODOLOGY

The annual operating Non Secure Placement (NSP) budget will be based on the approved daily rate multiplied by the number of awarded slots multiplied by the number of days per year. The approved budget amount is a set allocation allowing contractors, upon reconciliation at year end, to bill up to that amount for allowable expenses using their actual care days. Utilization rates will be reviewed and a determination will be made by ACS and OCFS (NYS Office of Children and Family Services) regarding number of beds, appropriate utilization and performance measures.

NSP Residential:

The Statewide Service Payment System (SSPS) is the mechanism for NSP payments. Rates are adjusted to ensure each contractor's annual NSP Budget value is reached, barring any programmatic adjustments.

NSP Aftercare:

NSP Aftercare is a capped line-item budget for which contractors invoice ACS subsequent to the provision of services. All budget modifications, invoices, and payments for NSP Aftercare contracts are managed in HHS Accelerator Financials which may be accessed via the following link.

<http://www1.nyc.gov/site/hhsaccelerator/index.page>

For instructions on how to upload budgets, submit invoices, and budget modification to HHS Accelerator Financials, refer to the Budget Instructions for Accelerator Financials via the following link located on the ACS public website:

<http://www1.nyc.gov/site/acs/about/juvenile-justice-providers.page>

1.1 RATE AND ADD-ON AMOUNTS

- All contractors will receive \$360 per day as a base rate, assuming that funds are spent on allowable expenses to support the program model.
- All NYC programs will receive \$68 per day for Behavior Management/Education Add-On staff, assuming that funds are spent on allowable expenses to support the program model. The facility add-on will be considered on a case-by-case basis. The facility add-on of up to \$50.00 per day will be evaluated each year of the contract.
- Funding for items such as Special Payments, Preparing Youth for Adulthood (PYA) and Reinvestment do not apply to this program. All expenses are to be covered by the rate.

1.2 BUDGET SUBMISSION AND QUARTERLY FINANCIAL REPORTING:

- **NSP Residential Budget Submission:** At the start of every fiscal year, contractors will submit a line-item budget to the ACS Budget Department. Contractors will be required to meet the programmatic guidelines and stay within the budget for each rate component or ask for an exception in writing from the program liaison. Requests for an add-on rate must be submitted in writing to ACS Budget. Contractors must

wait for written approval from the ACS Budget Director prior to implementing the approved add-on rate.

- **NSP Aftercare Budget Submission:** At the start of every fiscal year, contractors will submit a line-item budget to the ACS Budget Department using the Accelerator Financial System. Contractors will be required to meet the programmatic guidelines and stay within the budget.
- **NSP Residential Quarterly Expense Reporting:** Contractors will be required to report quarterly expenses. This information will be submitted using the NSP Residential Budget Template (Appendix A). At the end of the each fiscal year contractors will report their NSP Residential expenditures and income using the OCFS State Standard of Payment (SSOP) application and should report this information using the “NSP” column of the template.
- **NSP Aftercare Quarterly Expense Reporting:** Contractors will be required to report quarterly expenses against their approved budget. This information will be submitted using the NSP Aftercare Budget Template (Appendix B). NSP Aftercare expenses and income are NOT reported on the SSOP.

1.3 BUDGETED RATES

- **Residential Care:** ACS will create an initial rate at the start of the each fiscal year which will be used for the billing process in SSPS. ACS will adjust the rate accordingly, if needed and work with OCFS for approval of those adjusted rates.
- **Aftercare:** Rate calculation is not applicable for aftercare.

1.4 UNSPENT FUNDS

Upon audit, ACS will reconcile with contractors. All unspent funds will be recouped.

1.5 MEDICAID RATES

OCFS will determine which Medicaid rate will be used for programs. These are considered foster care placements, so Medicaid per diem funding will be available.

SECTION 2 – PAYMENT AND REPORTING REQUIREMENTS

Contractors are reminded that all expenditures are to be made in accordance with the terms and conditions of the all Non Secure Placement and Aftercare contracts.

2.0 RESIDENTIAL EXPENSES

i) **SSPS Submissions** – In order to comply with contractual obligations and to ensure the accuracy of financial reporting, each contractor must submit their care day data via the Statewide Services Payment System (SSPS) and comply with all OCFS and ACS requirements.

- a. DEMOC file should contain all the demographic information for children that were in the agency's care during the service month.
- b. MOVEC file should contain all movements that occurred during the service month and any changes to prior service periods.
- c. Both DEMOC and MOVEC files need to be submitted concurrently for the payments to be processed.

ii) **Due Dates**

- a. **Initial upload** is due by the 5th business day of each month. This allows contractors to view any payment discrepancies between the contractor's request for payment and ACS' systems of record. Contractors can work with the ACS Systems Support Office (SSO) Reconciliation Center to resolve any discrepancies prior to the final upload.
- b. **Final upload** is due by the 7th business day before the end of the month. A contractor's payment will be based on the matching records in this submission.
- c. **Intermittent uploads** may be done at any time. Data submitted will only be compared to ACS' systems of record on the 5th business day, the 10th business day and the 7th business day before the end of the month.

2.1 AFTERCARE EXPENSES

- Aftercare expenses are reported based on actual cash disbursements. The original Monthly Expense Report, the Child-Specific Schedules, and the Summary Child Specific Schedules are all needed for payment processing and reimbursement of programmatic expenditures. All allowable expenses will be reimbursed up to the amount of the Aftercare Budget with reconciliation occurring on an as-needed basis.
- Aftercare services should be billed within 30 days of the completion of the service month. The invoices should be submitted to ACS DYFJ for review and approval.

2.2 FISCAL YEAR END INVOICING

Contract agencies should close their financial books at the end of each fiscal year, June 30. Invoices for actual expenses incurred in June of each fiscal year shall be submitted to ACS by the contract agency within thirty (30) days after the end of the fiscal year which such expenses were incurred. If the contract agency 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 contract agency 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 discretion, disallow such invoices.

In the event that ACS deems it necessary to request additional documentation from the contract agency in order to process the year-end payment, ACS will send a request letter

to the contract agency. Requested documentation must be received by ACS no later than thirty (30) days from the date of the ACS request letter was emailed. If the contract agency fails to provide ACS with the requested documentation within the timeframe provided, ACS may at its sole discretion, disallow such invoices.

APPENDICES

Appendix A; NSP Residential Budget Template

Appendix B: Aftercare Budget Template

Non-Secure Placement Annual Budget

Provider: _____
Program: NSP
Service Type: Residential Services
Site Address: _____
Slots: _____
CT#: 0

Rate Category		Base Rate	Education Add-on	Facility Add-on	COLA Add-on	COLA Amount	Full Rate	Total Budget
Rates		\$360.00	\$68.00		#DIV/0!		#DIV/0!	#DIV/0!
# of youths		0	0	0	0		0	
Total Budget		\$0.00	\$0.00	\$0.00	#DIV/0!		#DIV/0!	
Title	FTE	Annual salary						
Salaries:								
Division Director								\$0.00
Program Director								\$0.00
Unit Supervisor								\$0.00
Case Planner								\$0.00
Youth Development Counselors								\$0.00
Social Worker Supervisor								\$0.00
Clinical Social Worker								\$0.00
Tutor								\$0.00
Administrative Assistant								\$0.00
Family Team Conference Facilitator								\$0.00
OT Specialist								\$0.00
Total Salaries	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe		\$0.00						\$0.00
Total Salary & Fringe	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTPS								
Consultant								\$0.00
Training/coaching								\$0.00
Other training cost								\$0.00
Total OTPS	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility								
Facility Cost - Mortgage/Rent								\$0.00
Utilities								\$0.00
Repairs/ Maintenance - Building								\$0.00
Interest - debt service								\$0.00
Insurance - Property								\$0.00
Insurance - General Liability								\$0.00
Fire Inspection/ Protection								\$0.00
Property Rental Costs								\$0.00
Total Facility	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Services to Youth								
Recreation & Social Activities								\$0.00
Food								\$0.00
Allowances/Scholarships/Incentives								\$0.00
Participant Travel								\$0.00
Clothing								\$0.00
Total Services to Youth	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other OTPS								
Supplies								\$0.00
Postage								\$0.00
Recruitment & Advertising								\$0.00
Training & Education								\$0.00
Printing								\$0.00
Missouri Training								\$0.00
Telephone								\$0.00
Audit Fees								\$0.00
Other Insurance								\$0.00
Equipment								\$0.00
Total Other OTPS	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total OTPS	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PS & OTPS Subtotal	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Overhead 10%	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budget	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Non-Secure Placement Annual Budget

Provider:
 Program: NSP
 Service Type: Aftercare Services
 Site Address:
 Slots: 0
 CT#:

Rate Category		Rate	Budget Amount	COLA Amount	Total Budget
Rates		\$13,100.00	\$0.00		\$0.00
# of youths		0			
Total Budget		\$0.00			

Title	FTE	Annual salary			
Salaries:					
Division Director					\$0.00
Program Director					\$0.00
Unit Supervisor					\$0.00
Case Planner					\$0.00
Youth Development Counselors					\$0.00
Social Worker Supervisor					\$0.00
Therapist					\$0.00
Administrative Assistant					\$0.00
Case Planner					\$0.00
FT Therapist					\$0.00
FT Supervisor					\$0.00
Total Salaries	-	\$0.00	\$0.00	\$0.00	\$0.00
Fringe		\$0.00			\$0.00
Total Salary & Fringe	-	\$0.00	\$0.00	\$0.00	\$0.00
OTPS					
Consultant					\$0.00
Training/coaching					\$0.00
Other training cost					\$0.00
Total OTPS	-	\$0.00	\$0.00		\$0.00
Facility					
Facility Cost - Mortgage/Rent					\$0.00
Utilities					\$0.00
Repairs/ Maintenance - Building					\$0.00
Interest - debt service					\$0.00
Insurance - Property					\$0.00
Insurance - General Liability					\$0.00
Fire Inspection/ Protection					\$0.00
Property Rental Costs					\$0.00
Total Facility	-	\$0.00	\$0.00		\$0.00
Services to Youth					
Recreation & Social Activities					\$0.00
Food					\$0.00
Allowances/Stipends/Incentives					\$0.00
Participant Travel					\$0.00
Clothing					\$0.00
Total Services to Youth	-	\$0.00	\$0.00		\$0.00
Other OTPS					
Supplies					\$0.00
Postage					\$0.00
Recruitment & Advertising					\$0.00
Training & Education					\$0.00
Printing					\$0.00
Missouri Training					\$0.00
Telephone					\$0.00
Audit Fees					\$0.00
Other Insurance					\$0.00
Equipment					\$0.00
Total Other OTPS	-	\$0.00	\$0.00		\$0.00
Total OTPS	-	\$0.00	\$0.00		\$0.00
PS & OTPS Subtotal	-	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Overhead 10%	-	\$0.00	\$0.00	\$0.00	\$0.00
Total Budget	-	\$0.00	\$0.00	\$0.00	\$0.00