

# **ACS FISCAL MANUAL**

# ADDENDUM: Limited Secure Placement & Aftercare Services

Issue Date: July 1, 2018

**ACS Division of Financial Services** 

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#### 1.0 ALLOCATION METHODOLOGY

The annual operating Limited Secure Placement (LSP) 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 will become 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.

LSP Aftercare is a capped line-item budget for which contractors invoice ACS subsequent to the provision of services.

#### 1.1 RATE AND ADD-ON AMOUNTS

- All contractors will receive a per diem base rate, assuming that funds are spent on allowable expenses to support the program model.
- All NYC contractors will receive additional per diems based on the awarded service type.
- There will be no additional funding beyond the base rate, the agreed upon additional per diems, renovation funds and line-item budgets such as Aftercare unless there is a modification to 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

- <u>LSP Residential Budget Submission</u>: At the start of every fiscal year, contractors will submit a line-item budget which supports each rate-based component. Contractors will be required to meet the programmatic guidelines and stay within the budget.
- <u>LSP Aftercare Budget Submission</u>: 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.
- LSP Residential Quarterly Expense Reporting: Contractors will be required to report quarterly expenses. This information will be submitted using the LSP Residential Budget Template (Appendix A). At the end of each Fiscal Year contractors will report their LSP Residential expenditures and income using the OCFS State Standard of Payment (SSOP) application and should report this information using the "Other" column of the template.
- <u>LSP Aftercare Quarterly Expense Reporting:</u> Contractors will be required to report quarterly expenses against their approved budget. This information will be submitted using the LSP Aftercare Budget Template (Appendix B.) LSP 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, as per ACS audit instructions.

#### 1.5 MEDICAL EXPENSES

LSP is not a Medicaid eligible program. Allowable medical expenses should be covered by the approved medical rate add-on.

#### 1.6 LEGAL FEES

Except as permitted by this Fiscal Manual and Federal, State and City regulations, legal fees and expenses are not allowable residential or aftercare expenses. Reasonable legal fees and expenses may be deemed allowable in ACS' sole determination provided that (1) ACS has given prior written authorization to incur such fees and expenses, and (2) the fees and expenses are related to the maintenance and care of youth placed with contractor. As per current fiscal policy, legal fees and expenses related to litigation covered under contractors' insurance policies will not be reimbursed, nor there reimbursement for any legal fees or expenses related to litigation where ACS is also named as a party.

#### SECTION 2 - PAYMENT AND MONTHLY INVOICING REQUIREMENTS

Contractors are reminded that all expenditures are to be made in accordance with the terms and conditions of all Limited 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 contractor'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 5<sup>th</sup> 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 7<sup>th</sup> 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 5<sup>th</sup> business day, the 10<sup>th</sup> business day and the 7<sup>th</sup> 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

Contractor 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 contractor within thirty (30) days after the end of the fiscal year 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 discretion, disallow such invoices.

In the event that ACS deems it necessary to request additional documentation from the contractor in order to process the year-end payment, ACS will send a request letter to the contractor. 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 contractor fails to provide ACS with the requested documentation within the timeframe provided, ACS may at its sole discretion, disallow such invoices.

#### **APPENDICES**

Appendix A: LSP Residential Budget Template Appendix B: LSP Aftercare Budget Template

#### Limited Secure Placement Annual Budget

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refere	-	1	1	1	1	1						1 -		-
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Forei Codi Edward Coding Continue 1979	-					- F. F				-	-	-	-	
						_		+		1		-		
al Medicator	-	-	1	1			1			1				
Frank all Builds	-	4	-	-										
	- T													
	10										9			



### Appendix B: Limited Secure Placement (LSP) Aftercare Services MONTHLY EXPENSE INVOICE

AGENCY NAME:			CONTRACT NO.:			
BOROUGH SERVED:			TAX ID NO.: AGENCY INVOICE NUMBER!			
ADDRESS:			was BUDGET ID:			
CITY/STATE/ZIP:			MONTH/YEAR:			
Limited -Secure Place	ment /I SD\ Afteres	ro Services				
	mont (Cor) Atterce		(C)	(D)	(E)	(F)
(A) Budget Catagory		(B) Expenditures	Prior Months	Expenditures	Budget	Remaining
padat carator)		This Service Period	Total Expenditures	Y-T-D		Balance
				(B+C)		(E-D)
PERSONNEL SERVICES (PS	)					
TOTAL SALARIES				11		
	Program Director Supervisor			\$0.0 \$0.0		\$0.0 \$0.0
	Therapist			\$0.0		\$0.0
	Foster Recruiter/PDR caller			\$0.0		\$0.0
	Admin Assist Skits Coaches			\$0.0 \$0.0		\$0.0 \$0.0
FRINGE BENEFITS (26.5%)	Skins Coaches	\$0.0	\$0.0	\$0.0		\$0.0
SUBTOTAL PS COSTS		\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
OTHER THAN PERSONNEL	PEDVICES (OTDS)					
	SERVICES (OTFS)					
CONSULTANTS						
	Training			\$0.0		\$0.0
	Mental Health			\$0.0		\$0.0
	Substance Abuse	1000		\$0.0		S0.0
DIRECT CLIENT SERVICES				\$0.0	77/40	\$0.0
	Educational Vocational			\$0.0		\$0.0
Menta	I Health and Clinical Services			\$0.0		\$0.0
	Substance Abuse Treatment	100		\$0.0		\$0.0
The second secon	Parent per diem (\$85 per day)			\$0,0 \$0.0		\$0.0 \$0.0
Foster Parent Stipend	is (\$25 per day up to 90 days) Recruitment			\$0.0		\$0.0
	Other			\$0.0		\$0.0
RENT AND UTILITIES				\$0.0		\$0.0
SUBTOTAL OTPS		\$0.0	\$0.0	s -	\$ -	\$
		\$ .	\$ .	\$ -	s -	s -
TOTAL PS & OTPS		·		-	•	
ADMINISTRATIVE OVERHEA	ND 10%	\$0.0	\$0.0			
	GRAND TOTAL:	s -	\$ ·	\$ -	\$ -	\$ ·
TOTAL:				Table 1		
Placement (LSP)	TOTAL AMOUNT SUB FOR CURRENT S		s -			
	·	ADJUSTMENTS	s -			
	GRAND TOTAL		\$			
We hereby certify that, to li agency, that the expenditur support this and will be ava	res reported were in con	e and belief, the informent in the intent	ation contained herein is correct of the program objectives appro	, that it correspond ved by ACS, and th	s with the books and nat documentation is	d records of this available to
NAME OF FISCAL DIRECTOR		53	SIGNATURE OF FISCAL DIRECTOR			DATE



## Limited Secure Placement (LSP): Aftercare Services MONTHLY EXPENSE INVOICE

Agency Name:	0	
Service Period:		
Borough Served:	0	

### Limited -Secure Placement (LSP) Aftercare Services

Cate	gory	# of Children (Autosum)	% (Autopopulate)	Total Expenses (Autosum)
1	Youth on Trial OR Final Discharge to Parent (s)/Guardian			
	(A) Under 16 years old	0		\$
	(B) Over 16 years old	0	CONTRACTOR	3
	TOTAL	0	0	0



### Limited Secure Placement Aftercare Services Under the Close To Home Initiative CONTRACT AGENCY CHILD SPECIFIC SCHEDULE

Agency Name:	0
Service Period	January 1900
Service Category #1:	Youth on Trial OR Final Discharge to Parent (s)/Guardian
Borough Served;	0

Serial #	Child Last Name	Child First Name	CIN#	D.O.B. (mm/dd/yyyy)	WMS Case IDS	Service Date(s)	Types of Services	(A) Under 16°	(B) Over 16*
1									
2	1								
3	3					Λ			
4	i i					l i			A DEPOSIT OF THE PARTY OF THE P
5 6									
7	Ŷ.		. 1:					B.B. S.	TEST CO.
В						1			A SECTION
9				N A					
10									
11									TAX II
12									
13	/					l			
14			1						REAL PROPERTY.
15 16			1			1		Mary Mary	
17		2   1   2   2   2   2   2   2   2   2							
18									1
19									
20								*	
	TOTAL:							0	0

<sup>\*</sup>Field will autopopulate based on D.O.B. entered for the child.



### Limited Secure Placement Aftercare Services Under the Close To Home Initiative CONTRACT AGENCY CHILD SPECIFIC SCHEDULE

Agency Name: Service Period	_0	_
Service Category #1:	Youth on Trial OR Final Discharge to Foster Care Facility	
Borough Served:	0	

Serial #	Child Last Name	Child First Name	CIN#	D.O.B. (mm/dd/yyyy)	WMS Case ID#	Service Date(s)	Types of Services	(A) Under 16*	(B) Over 16°
1 2									
3									
4			4						
5									
6 7			1.						
8									E SAN THE
9		92		2					A SHARE
10									
11 12							9		
13							1		
14		8					10		
15									
18 17									
18	į.								Photo B
19 20	.5								
	TOTAL:							0	0

<sup>\*</sup>Field will autopopulate based on D.O.B. entered for the child.