

**FY20 (CCMS) Program Expense Summary Report (PERS) Fiscal Manual: Summary of Changes**  
(Updated as of 05.10.19)

1. *NYC Health and Human Services Cost Policies and Procedures Manual (Page 4) (Cost Manual)* introduction and link.
2. *Financial Inquiries Contact (Page 5)*  
All financial inquiries **must** be emailed to the CAFD Help Desk at [cafdhelp@dycd.gov](mailto:cafdhelp@dycd.gov).
3. *Central Insurance Program (Page 4, 10-12, 47)*  
**Includes:** Family Leave Coverage
4. *Non-Staff Services Categories (Page 13-15)*  
Consultant, Sub-Contractor and Vendor definitions and policy changes.
5. *Indirect Rate (Indirect Cost) Policy (Page 17-18)*  
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 PERS. 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. If the Provider allocates Indirect Costs on the budget, the Indirect Worksheet tab on the budget must be filled out.
6. *Budget Modifications (Page 20)*  
No restrictions on the number of budget modifications per Fiscal Year.
7. *EFT/Direct Deposit Portal (PIP) (Page 24-25)*  
Enroll for EFT/Direct Deposit program online via the Payee Information

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<b>INTRODUCTION AND OVERVIEW</b>	<b>4</b>
<b>SECTION ONE:           The Budget</b>	<b>6</b>
<b>SECTION TWO:           Budget Modifications</b>	<b>19</b>
<b>SECTION THREE:        Internal Controls and General Accounting Procedures</b>	<b>21</b>
<b>SECTION FOUR:         Purchasing Procedures</b>	<b>27</b>
<b>SECTION FIVE:         Credit/Debit Cards Policies and Procedures</b>	<b>30</b>
<b>SECTION SIX:           Petty Cash Policy</b>	<b>33</b>
<b>SECTION SEVEN:        Generated Income</b>	<b>36</b>
<b>SECTION EIGHT:        Program Expense Report Summary (PERS)</b>	<b>38</b>
<b>SECTION NINE:         Year End Close Out</b>	<b>43</b>
<b>SECTION TEN:           Central Insurance Program</b>	<b>46</b>
<b>SECTION ELEVEN:      Audit</b>	<b>49</b>