



MEMORANDUM

David A. Hansell
Commissioner

DATE: July 11, 2017

Susan Nuccio
Deputy Commissioner/
Chief Financial Officer
Financial Services

TO: Executive Directors, Program Directors and Fiscal Directors
Contracted Foster Care Programs

FROM: Jackie Roth 

David Brandwein
Chief Operating Officer
Financial Services

SUBJECT: **Fiscal Year 2018 Payment Interim Guidance**
Fostering College Success [FCS]:
ACS Dorm Program & FCS Weekly College Stipend
Special Payment Allocation

Richard Beck
Assistant Commissioner
Financial Services/
Payment Services

This memorandum serves as an updated interim Special Payment Guidance to provider agencies with youth participating in the Fostering College Success Initiatives ACS Dorm Stipend (a.k.a CUNY Dorm) and FCS Stipend (a.k.a “Non-CUNY”) receiving the per-diem College Stipend.

Jackie Roth
Sr. Executive Director
Financial Services/
Payment Services

ACS Dorm Program/FY 18 Weekly College Stipend:

ACS announced the establishment of the Fostering College Success Program in August 2017 [Phase 1], a joint partnership with the City University of New York (CUNY) that will provide year-round housing for youth in our care enrolled at CUNY schools. In FY 2018, the program has expanded to 93 students, participating in the Fostering College Success ACS *Dorm Program*. Students reside on campus at Queens College [52 youth], College of Staten Island [21 youth] and City College [20 youth].

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9th Floor
New York, NY 10038

- o Students participating in the Fostering College Success *ACS Dorm Program* have their tuition, books and room and board expenditures covered in full. **NOTE:** Foster Care providers **no longer receive** the pass-thru for room and board for these students.

A Special Payment College Stipend allocation will be set up for students participating in Fostering College Success [ACS Dorm] to cover their living expenses while residing in campus. Students participating in this program will continue to receive stipend as long as they remain active in the program. The chart below outlines the College Stipend special payment allocation that will be issued per student.

FY18 ACS Dorm Program: Weekly College Stipend Special Payment Allocation [issued to foster care agency monthly]	
Daily per diem rate per student	\$28.00
+ Clothing per diem	\$2.93
Total per diem	\$30.93
Monthly Allocation per student	Up to \$958.83

FCS College Stipend Program/FY 18 Weekly College Stipend:

In October 2016, ACS announced the expansion of Fostering College Success [Phase 2], offering the college stipend to students outside of the ACS Dorm Program who are enrolled in college [CUNY, SUNY, Private Colleges/Universities] and residing in approved campus housing. The expansion is currently approved for FY 2018 only and has a limited budgeted capacity for 100 students.

A Special Payment College Stipend allocation will be set up for provider agencies that have students participating in FCS College Stipend to cover their living expenses while residing on campus. The chart below outlines the Special Payment College Stipend that will be issued per student.

FY18 FCS Dorm Program [aka Non-CUNY] College Stipend Special Payment Allocation [issued to foster care agency monthly]	
Daily per diem rate per student	\$25.07
+ Clothing per diem	\$2.93
Total per diem	\$28.00
Monthly Allocation per student	Up to \$868.00

The \$28 per diem stipend is not an entitlement for all youth in college and this continues to be a demonstration project that will require evaluation and approvals each semester. This stipend has limited availability.

The stipend for FCS Dorming students will only be issued while student is attending school and residing in approved campus housing. Unlike the students in the ACS Dorm Program, this stipend is not issued year-round and is only available during the school semester that they are in active attendance.

Issuance of Stipend

ACS provides the weekly College Stipend as a Special Allocation to foster care provider agencies that have or had planning for youth confirmed as registered college students living in approved campus housing.

- Funds for the entire month are issued to provider agency prior to the 1st of each month, so as to ensure that agencies are able to provide students their weekly stipend timely. Agencies will receive monthly notification from Payment Services when funds are disbursed.
- For students over age 21 who are receiving ongoing college room and support, ACS is requiring that foster care providers who had prior case/child planning to work with these youth, and issue the monthly/weekly stipends. **Please note that ACS cannot issue funds directly to students.**
- Providers may communicate with Family Permanency Services College Support Liaison, Phyllis Brodsky at (212) 341-3318 or Phyllis.Brodsky@acs.nyc.gov to obtain updated student information if needed.

Use of Funds

- This allocation is be used for student living expenses that may include:
 - Clothing
 - Transportation
 - Food
 - Personal hygiene products
 - Dorm/apartment supplies [bedding, towels, cleaning supplies, etc.]
 - School supplies
 - Participation in student activities, etc.

Payment Requirements

I. Weekly Stipend and Clothing Allowance:

FY 18 ACS Dorm Program/College Stipend:

The ACS Division of Financial Services/Child Welfare payments issues the ACS Dorm Program Special Payment allocation to each foster care provider with youth participating in the Fostering College Success Initiative/ACS Dorm Program at the beginning of each month. This allocation consists of a \$28.00 per diem living expense allowance plus a \$2.93 clothing allowance per diem, for a total allowance of \$30.93 per day.

FY18 FCS Dorm Program/College Stipend:

The ACS Division of Financial Services/Child Welfare payments issues the FCS College Stipend Special Payment allocation to each foster care provider with youth participating in the Fostering College Success Initiative who are dorming in approved campus housing at the beginning of each month. This allocation consists of a \$25.07 per diem living expense allowance plus a \$2.93 clothing allowance per diem, for a total allowance of \$28.00 per day.

Provider agencies are required to submit the below documents on a monthly basis. Submission is due by **the 7th of each month**, or the following business day if the 7th falls on a weekend or holiday, accounting for the prior month's allocation expenditures:

1. Fostering College Success Monthly College Stipend Attestation Monthly Letter

The Attestation form must be signed by the foster care agency:

- Program Director
- Fiscal Director

Note: The attestation confirms that the monthly/weekly stipend was issued to students by the contracted foster care agency.

2. Student Monthly Stipend Spending Tracker Form:

This form details, as well as summarizes, youth spending on a monthly basis as follows:

- Individual Youth pages (listing expenses by category)
- Captures specific expenditure details weekly
- Provides monthly spending amounts for up to ten (10) students
- Provides monthly overall summary of student expenditures
- Provider agencies will be required to complete and submit this form so that we may be able to assess the ongoing needs of students and be able to account for expenditures that will support these youth to reach their academic goals.
- It is important that these youth maintain budgets that will allow them to realistically meet their needs and ensure that their college experience is comparable to that of their peers.
- During bi-weekly communication with students providers are to discuss and document expenditures.

The forms should be submitted via the DFS Special Initiative Mailbox at:

DFS.SpecialInitatives@acs.nyc.gov

Subject Line: ACS Dorm/FCS Dorm College Stipend

Required Documentation:

1. Special Payment Stipend-Attestation Monthly Letter
2. Monthly Stipend Spending Tracker Form

The following items need to be kept on file at the contract agency as documentation:

- **Allowance Attestation Monthly Letter**
- **Monthly Stipend Spending Tracker Form**

Agencies are required to obtain receipts and maintain them for their fiscal records. ACS does not require the submission of receipts to our Special Payment Unit with the above required documentation. Youth should provide agencies copies of their receipts during their monthly contacts. Agencies need to maintain a record of diligent efforts to obtain receipts.

Files must be maintained with your fiscal department staff and must be made available for audit upon ACS request.

For questions regarding this guidance please contact:

- Jackie Roth at: Jackie.roth@acs.nyc.gov or
- Denise Paul at: Denise.Paul@acs.nyc.gov

Notification to ACS for Students no longer in Program:

We require that all provider agencies with youth participating in the ACS Dorm Program to notify ACS if any students are at risk of dropping out from the programs or are no longer participating in the programs. For the ACS Dorm Program providers must contact:

Sonia Gonzalez
Executive Director of College Bound & Support Programs
Office of the First Deputy Commissioner
Phone: (212) 676-9519
sonia.gonzalez@acs.nyc.gov

We require that all provider agencies with youth/students receiving the FCS College Stipend for students' dorming in approved campus housing to notify if a student drops out of college or is at risk of dropping out, providers must contact:

Karyn Boutis, Esq.
Office of Education Support & Policy Planning
Phone: 212.341.3157
Karyn.Boutis@acs.nyc.gov