

Dear Provider,

This communication serves as follow-up regarding the Discharge Support allocation awarded to your family Foster care and/or residential contracts for FY 2018. If you have implemented your approved Discharge Support programming during this fiscal year, you may begin to bill/invoice for expenses incurred. Invoicing may only be retroactive to the date in which you launched your programming [for example, if you have incurred PS and OTPS expenses such as staff hired, workshops held, transportation provided, etc., you may bill retroactively]. You may be required to provide supporting documentation of programmatic implementation to the Division of Family Permanency Services and Policy, Planning and Measurement. Requests for any budget modifications must be submitted to and approved by Family Permanency Services.

Additionally, in our efforts to streamline the Invoicing and Payment Process, we have taken the liberty of creating a standard invoice that is based on your approved Line Item Budget. In the attached spreadsheet you will see 13 tabs that will track your monthly PS and OTPS expenditures as well as your overall contract authority.

**TAB 1 (Fig. 1):**

- The first tab reflects a Line Budget summary for each of the contracts in which you were awarded a Trial Discharge Support allocation.
  - The summary includes your approved PS and OTPS line budgets

Please note: the summary sheet is provided for reference purposes and cannot be edited

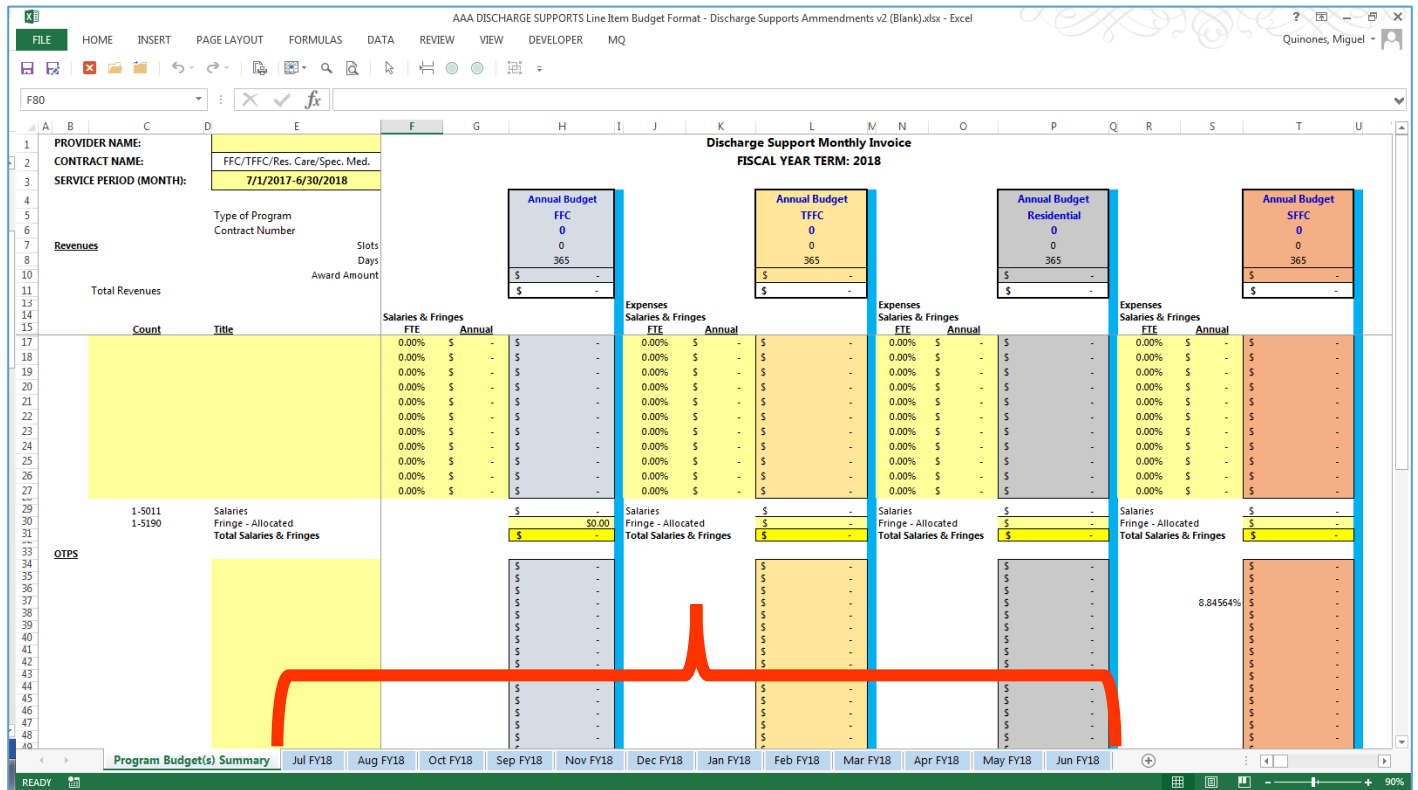
The screenshot shows an Excel spreadsheet with the following data:

PROVIDER NAME:			Annual Budget FFC			Annual Budget TFFC			Annual Budget Residential			Annual Budget SFFC		
CONTRACT NAME:			0			0			0			0		
SERVICE PERIOD (MONTH):			365			365			365			365		
Type of Program														
Contract Number														
Slots														
Award Days														
Award Amount														
Revenues														
Total Revenues														
Count														
Title														
Salaries & Fringes														
OTPS														
Salaries														
Fringe - Allocated														
Total Salaries & Fringes														

Fig. 1

**Tabs 2-13 (Fig. 2):**

- Tabs 2 - 13 are invoices for each month of the fiscal year.
  - Every subsequent sheet is named for every month in the fiscal period.
  - Most calculations will be performed automatically once a number or percentage value is provided.
  - The overall annual budget will auto calculate reductions based monthly PS and OTPS expense entries.



**Fig. 2**

We are requesting, that each agency submit their monthly invoice [which may cover multiple contracts], by the 10<sup>th</sup> business day of the following month.

The Invoices are prefilled with the following information:

- Your total allocation by Contract type & Contract Number
  - Your approved PS titles
  - Your approved OTPS items
    - We added a Client Services/Visiting line to each OTPS budget, to accommodate reimbursement options as outlined in the May 8, 2018, *Guidance pertaining to overnight visiting alternatives when families lack housing [FPS]*. Please refer to guidance for reimbursement options.
- Note: agencies may not exceed their total approved OTPS budgets, but may adjust other OTPS expenses to allow for overnight visiting expenditures.

The below outlines easy steps in completing your monthly Discharge Support Invoices (Fig. 3 & 3a)

1. Enter the Service Period Month (cell E3 –e.g. 7/1/18-7/31/18)
2. Enter PS budgeted salary costs for the month by contract # (starting at row 17)
3. Enter Fringe Benefit costs for that month by contract # (starting at row 30)  
 Note: Total Salary and Fringe will auto calculate
4. Enter OTPS Line item costs for each month by contract # (starting at row 34)  
 Note: OTPS Will auto calculate
5. If submitting for reimbursement for Family time Overnight visits please submit the following documentation:
  - a. Copy of the Family Permanency Services (FPS) approved “Assessment Form for Approval of Overnight Visiting in Hotels”
  - b. Copy of hotel receipt
6. Enter % of Management/Administrative Monthly fees for each contract # (starting at row 63)  
 Note: Total Admin, OTPS and PS will auto calculate total monthly expenses

Total Expenditures will be applied toward contract amount and reduced contract authority will appear on the following month’s invoice

7. Agency FCO or Designee must complete certification with Name, Title and Date. (rows 73-75)

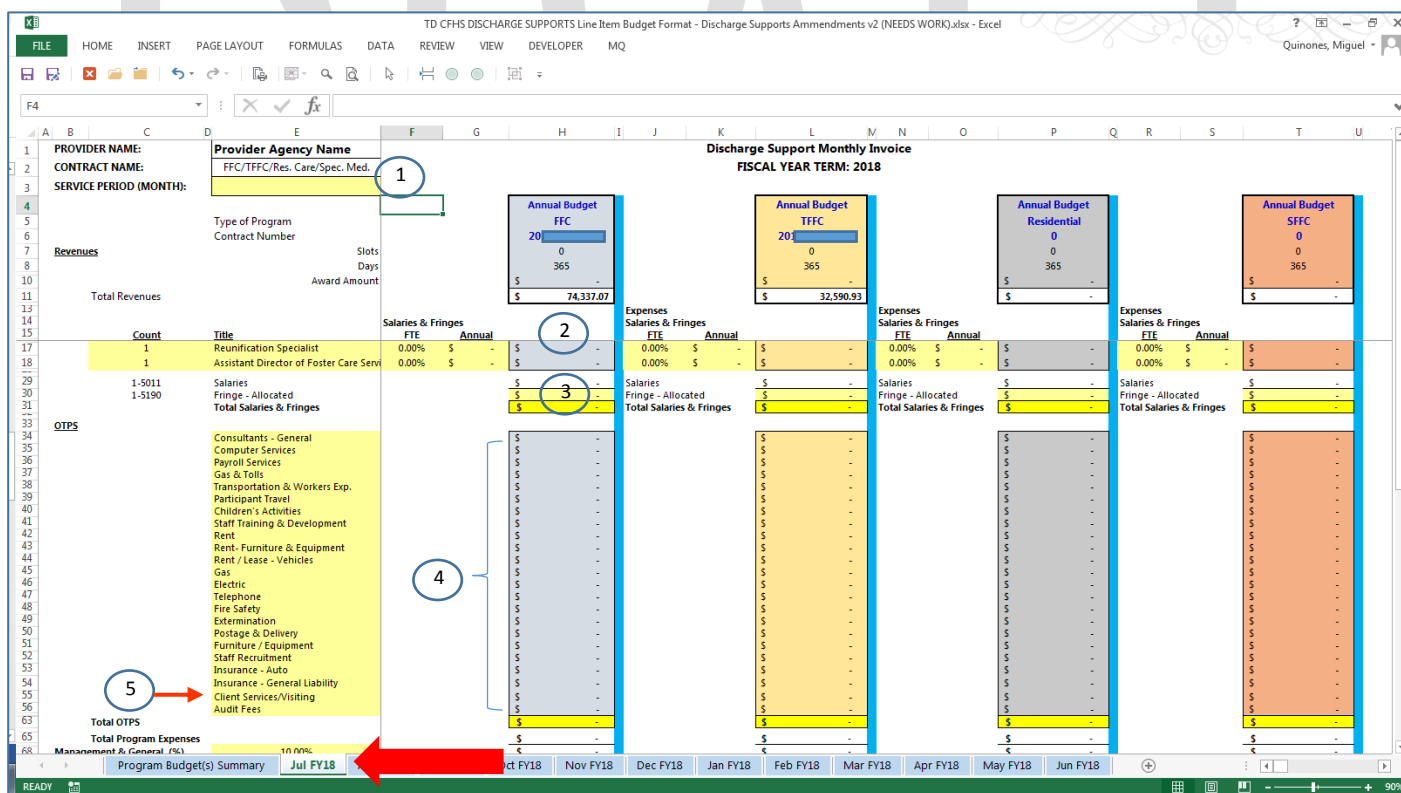
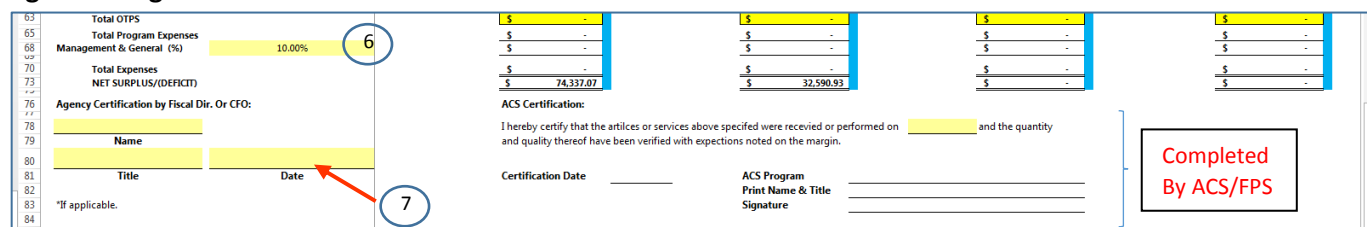


Fig. 3 and Fig. 3a



**Monthly Invoice submission:**

1. Submit Discharge Support Monthly Invoice by the 10<sup>th</sup> business-day of each month.
  - a. Email the entire spreadsheet that includes prior service month invoices, as this spreadsheet is used for continuous billing and will also track contract authority.
2. **Email invoices to:** Family Permanency Services, Discharge Supports mailbox at: [dischargesupports@acs.nyc.gov](mailto:dischargesupports@acs.nyc.gov)
  - a. Please annotate in the subject line the service period for which invoice(s) are being submitted [i.e. Discharge Supports-July 2018]
  - b. If requesting reimbursement for overnight visitation attach supporting documentation for OTPS “Overnight/Hotel” expense that reflect dates and hotel rates [see # 5].
3. FPS Operations Manager will review and approve authorization of invoice within 5-business days
4. FPS Operations Manager will certify invoice and submit to DFS Payment Services for payment processing.

Note 1: Any requests to modify your approved line item budget must be reviewed and approved by Family Permanency Services and/or PPM.

Note 2: In FY 19, we will add an Adjustment Line under PS and OTPS sections to account for adjustments that may need to be made against prior service month billing.

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