



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Mary T. Bassett, MD, MPH
Commissioner

Randolph Rajpersaud
Assistant Commissioner
for Administration
Division of Mental Hygiene
Gotham Center
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17th Floor
Queens, NY 11101-4132
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January 31, 2018

RE: Relieving the administrative Burden on MHY contracted Providers

Dear Provider:

The Division of Mental Hygiene within the DOHMH enforces the following changes to relieve administrative burden on Mental Hygiene (MHY) contracted providers effective January 1st, 2018 during the Claims Verification process. These changes are being made as a result of meetings and discussions with the Nonprofit Resiliency Committee – Administrative sub-committee at the DOHMH.

- To verify payroll expense claimed to DOHMH, Mental Hygiene's Claims Verification Unit (CVU) will request NYS-45, Quarterly combined withholding, wage reporting and unemployment insurance return submitted to NY State for the quarter tested. This will significantly reduce the number of documents requested by CVU and provided by MHY providers as previously, CVU required MHY providers to submit all payroll registers per pay period per employee for the sampled quarter. If any additional documentation is needed, CVU will reach out to you on a case by case basis.
- To verify the validity of payment made for OTPS expenses, CVU will accept copies of Bank Statements that includes images of the cancelled checks instead of individual copies of cancelled checks. This will reduce MHY providers' effort in trying to locate individually cancelled checks for the selected expenses.
- DOHMH will no longer require submission copies of the entire lease agreements for equipment but will require invoices to verify expense claimed.
- If sub-contracts were pre-approved by DOHMH, DOHMH will not require copies of the sub-contracts be submitted during the claims verification process. Please note all subcontracts must be formally approved by DOHMH ACCO's office prior to subcontractors performing any work on the city contracts.
- DOHMH will not require submission of the insurance policy during claims verification process as this is a requirement that is enforced at contract renewal or at the beginning of a new contract. Note, CVU will review insurance certificates and invoices to verify payment.

Sincerely,

A handwritten signature in blue ink that reads "Randolph Rajpersaud".

Randolph Rajpersaud