

**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES  
SUPER STORM SANDY SOCIAL SERVICES BLOCK GRANT  
REQUEST FOR ADVANCE FORM**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_ at \_\_\_\_\_  
(Lead State Agency)

**FROM:** \_\_\_\_\_  
(Contractor Name)

**RE:** Request for Advance

**Contract #** \_\_\_\_\_ **Date Contract Approved** \_\_\_\_\_

**Purchase Order #** \_\_\_\_\_ **Funding Opportunity #** \_\_\_\_\_

**Contact Information**

<b><u>Contractor</u></b>	
Contractor Contact Person:	
Phone:	
Email:	
Contractor Address:	
<b><u>Project Information</u></b>	
Project Name:	
Facility/Project Address(es):	
Advance Amount Requested:	

**Contractor Signature:** \_\_\_\_\_

**Justification for Advance**

**Authorization**

	authorizes an Advance for the above referenced Contractor in the amount of
(Lead State Agency) _____	
_____ for the project described above.	
Lead State Agency Authorized Signature: _____	Date: _____

Lead State Agency Contract Manager- Submit this form to <a href="mailto:Superstorm.SandyPO@ocfs.ny.gov">Superstorm.SandyPO@ocfs.ny.gov</a>	Contractors- Please submit this form, via e-mail or U.S. Mail, to your Contract Manager at your respective Lead State Agency.
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## Super Storm Sandy Request for Advance Form Instructions

1. Contractor completes all information requested on the form up to the Authorization section.
2. Provide as much detail as necessary in the 'Justification for Advance' section.
3. Contractor forwards the form to their Lead State Agency Contract Manager via mail or e-mail.
4. The Lead State Agency then reviews for completeness and need for advance then completes the 'Authorization' section.
5. The Lead State Agency forwards the signed and dated form to OCFS with a completed SSBG-02 Receiving Report to [Superstorm.SandyPO@ocfs.ny.gov](mailto:Superstorm.SandyPO@ocfs.ny.gov).