



Office of Children and Family Services

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Administrative Directive

Transmittal:	24-OCFS-ADM-13
To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Division of Administration
Date:	July 12, 2024
Subject:	Procedures for Submitting Prior Approval Requests for Offline Payments
Suggested Distribution:	Local Departments of Social Services Directors Directors of Fiscal Management Directors of Financial Operations Fiscal Service Administrators Finance Supervisors Accounting Supervisors Legal Counsel
Contact Person(s):	bfo.titlexx@ocfs.ny.gov
Attachments:	OCFS-5608, <i>Offline Payment Approval Request Form</i>

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 400.1		OTDA Fiscal Reference Manual Vol 1, Chapter 4, page 4-12	

I. Purpose

The purpose of this Administrative Directive (ADM) is to reinforce the importance of complying with the requirement to receive state approval for all offline payments made to vendors for the provision of social services and to provide the local department of social services (LDSS) with the process of how to submit requests for approval for such offline payments. Offline payments include payments for services not authorized in the Welfare Management System (WMS) and are paid outside of the Benefits Issuance Control System (BICS).

II. Background

The LDSSs are charged with the responsibility of administering the social services program in accordance with Social Services Law of the State of New York. Social services provided to individuals

and families under the social services program shall be directed toward one or more of the goals established in 18 NYCRR 400.1.

LDSSs may contract with vendors for the provision of social services. Payments made to vendors for the provision of social services should be authorized in WMS and paid through BICS whenever possible. Payments made outside of BICS are considered exceptions.

On November 10, 2021, the New York State Office of Temporary and Disability Assistance *Fiscal Reference Manual* (FRM), Volume 1, was revised to clarify that offline payments are exceptions and must be approved by the New York State Office of Children and Family Services (OCFS). This ADM reinforces the requirement for approval from OCFS for all offline payments made to vendors for the provision of social services (including instances where an offline payment is the only payment option) and sets forth the procedure to request approval for offline payments.

III. Program Implications

LDSSs must obtain approval from OCFS to make offline payments to vendors providing social services. This requirement also applies to instances where an offline payment is the only payment option available. Approvals will be granted by OCFS for the period of the contract with the requested vendor if an executed contract is available or for a period not to exceed one year if no contract is available. Once a vendor is approved for offline payments, approval requests are not needed every time a payment is made within the approved period. Approvals will include claiming instructions to ensure claiming accuracy and maximized funding.

IV. Required Action

LDSSs must submit OCFS-5608 *Offline Payment Approval Form* to obtain approval requests for all offline payments to bfo.titlexx@ocfs.ny.gov. Approval requests should include the following information for each vendor:

1. Vendor name.
2. Approval period requested (must be the duration of the term of contract if one is available).
3. Description of service(s) being provided (include a copy of the executed contract if one is available).
4. Schedule to be used when payments are claimed.
5. Service category column(s) and type of service line(s) to be used when claimed.
6. Justification for offline payment.

Requests can be submitted for multiple vendors at once. However, the above information is required to be included for each vendor for which approval is being requested.

V. Systems Implications

None

VI. Contacts

Any questions concerning this release should be directed to bfo.titlexx@ocfs.ny.gov.

VII. Effective Date

This release is effective immediately.

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner for Administration

Division/Office: Division of Financial Administration