



## **Instructions – Additional Reporting Requirements for OASAS Reporting Entities Required Attestations for OASAS Consolidated Fiscal Report Submissions**

The *Additional Reporting Requirement for OASAS Reporting - Entities Required Attestations with OASAS Consolidated Fiscal Report Submissions* (PAS-124) is required for submission by all organizations required to submit an annual Consolidated Fiscal Report (CFR) as a result of meeting any or all of the following criteria:

- Any organization receiving state aid funding from OASAS for one or more program services. This includes not-for-profits, Local Governmental Units (LGU) and any or all types of cities, towns, villages or municipalities including public schools or public school districts.
- Any unfunded organization operating one or more OASAS certified programs billing and receiving Medicaid revenue for one or more of those programs excluding certain unfunded Article 28 certified hospital facilities. Please see Section 2.0 of the *Consolidated Fiscal Reporting and Claiming Manual* (CFR Manual) for more information regarding OASAS CFR submission requirements.

### **General Instructions**

1. All fields of the PAS-124 document must be completed.
2. Incomplete PAS-124 documents will not be accepted by OASAS.
3. Organizations that do not submit a fully and properly completed PAS-124 document will be considered out-of-compliance with OASAS fiscal reporting requirements.
4. PAS-124 documents should be signed by the organization's Chief Executive Officer/Executive Director.
5. OASAS, at its sole discretion, may elect to not accept submitted PAS-124 documents signed by anyone other than the organization's Chief Executive Officer/Executive Director.
6. The Document Control Number (DCN) indicated on submitted PAS-124 documents must match the DCN of an uploaded CFR submission.
7. Each time a new CFR is uploaded a PAS-124 document with that DCN must be submitted.
8. Completed PAS-124 forms can be submitted by email (preferred) or by regular mail.
9. The organization must keep original signature copies of PAS-124 documents submitted for the required retention period and must be able to make them available upon request to OASAS and any other stakeholder or governmental controlling party.

### **Email Submission Instructions**

The following requirements must be adhered to when submitting the document by email:

1. PAS-124 documents must be emailed as a PDF file.
2. The emailed PAS-124 documents must be named exactly as follows:

PN\_Period Covered\_PAS-124\_DCN\_Date Filed

The period covered is the end date year followed by a “C” for calendar submissions and “J” for July – June Filers.

Example: Calendar submissions

12345\_2012C\_PAS-124\_87654321\_YYYY-MM-DD

Example: July – June submissions

54321\_2013J\_PAS-124\_12345678\_YYYY-MM-DD

3. Email signed PAS-124 documents to:

<mailto:CFRS@oasas.ny.gov>

### **Regular Mail Submission Instructions**

Mail hard copies of signed PAS-124 documents to:

NYS Office of Alcoholism and Substance Abuse Services  
Bureau of Provider Monitoring and Funding  
1450 Western Avenue  
Albany, NY 12203-3526