



Office of Addiction Services and Supports

Instructions – PAS-125 Additional Reporting Requirement for OASAS Reporting Entities Required Attestations with OASAS Consolidated Budget Report Submissions Instructions (3/18)

The *Additional Reporting Requirement for OASAS Reporting Entities Required Attestations with OASAS Consolidated Budget Report Submissions* (PAS-125) is required for submission by all organizations who submit an annual Consolidated Budget Report (CBR) as part of the process to obtain State Aid from OASAS. A fully completed and accurate PAS-125 signed by the organization's Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO) or its Executive Director (ED) must be submitted on an annual basis at the same time signed copies of the required CBR is submitted. Additionally, a new PAS-125 document must be submitted each time a new/revised CBR is uploaded.

General Instructions

All fields of the PAS-125 document must be completed.

Top Section:

Agency Name: Enter the name of your organization (up to 36 characters) including spaces and punctuation.

Agency Code: Enter the 5-digit code assigned to your organization in the Consolidated Fiscal Reporting System (CFRS).

Federal Employer ID #: Enter the 9-digit Federal Employer Identification Number assigned to your organization.

CBR Reporting Period: Enter the fiscal reporting period of the CBR covered by the attestation in the following format: MM/DD/YYYY.

CBR Document Control Number (DCN): Enter the 8-digit DCN of the Consolidated Budget Report (CBR) covered by the attestation

Type of Ownership: Select one (1) of the following types of ownership/corporate status for your organization:

Not-for-Profit: A group, institution, or corporate entity formed to provide goods and services under a policy where no individual (e.g., trustee) will share in any profits or losses of the organization. Profit is not the primary goal of not-for-profit entities. All income and earnings will be used exclusively for the corporate entity and no part shall inure to the benefit or profit of any private individual, firm, or corporate entity.



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Governmental: An entity operated by a State, County or municipality including cities, towns, villages, public schools and public school districts.

Middle Section

Providers are required to answer all questions in this section.

Bottom Section

Name: Enter the name of the organization's official (**CEO, CFO, COO, or Executive Director**) who is signing this form as follows: First Name, Middle Initial, Last Name and Suffix up to 36 characters including spaces and punctuation.

Official Title: Enter the title used by the authorized signer of this form **up** to 36 characters including spaces and punctuation.

Telephone Number: Enter the point-of-contact telephone number of the authorized signer of this form in the following format: 123-456-7890.

Signature: The signature of the organization's authorized signer.

Email Address: Enter a valid and working email address for the organization's authorized signer up to 42 characters including spaces and punctuation.

Date Signed: Enter the date that this form was signed by the organization's authorized signer in the following format: MM/DD/YYYY.

Submission Rules

Incomplete PAS-125 documents will not be accepted by OASAS.

Organizations that do not submit a fully and properly completed PAS-125 will be considered out of compliance with OASAS fiscal reporting requirements and that will delay the processing of your budget request.



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PAS-125 should be signed by one of the authorized corporate positions as noted in the first paragraph of these instructions. OASAS, at its sole discretion, may elect not to accept a submitted PAS-125 document signed by anyone other than one of those individuals.

The Document Control Number (DCN) indicated on the submitted PAS-125 document must match the DCN of the uploaded CBR submission.

Each time a new CBR is uploaded, a new PAS-125 document with the corresponding DCN must be submitted.

Completed PAS-125 forms can be submitted by email (preferred) or by U.S. mail.

The organization must keep original signature copies of PAS-125 documents submitted by email 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.

PAS-125 Submission

Emailing the completed PAS-125 is the preferred method but it also may be sent via U.S. mail.

Email Submission Instructions

The PAS-125 must be emailed as a PDF file.

To ensure that the emailed PAS-125 document will be properly matched with the submitted CBR, it must be named using the provider name, period covered, form number, DCN and the date filed in the following order:

PN_Period Covered_PAS-125_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_2018C_PAS-125_87654321_YYYY-MM-DD

Example: July – June submissions

54321_2018J_PAS-125_12345678_YYYY-MM-DD

Email the signed PAS-125 documents to your assigned OASAS Field Office Program Manager.

U.S. Mail Submission Instructions



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The signed PAS-125 document may be sent via U.S. mail to the NYS Office of Alcoholism and Substance Abuse Services, at the appropriate address listed below, and made to the attention of your assigned Program Manager.

Downstate: 501 7th Avenue
New York, NY 10018

Upstate: 1450 Western Avenue
Albany, NY 12203