

OASAS Expense Report Office Hours
for Providers with
SAPT Supplemental WF, SB, PI, YC Q&A's
May 2nd, 2023

1. When do the contracts for Workforce, Stabilization, Primary Prevention Infrastructure and Youth Clubhouses end?

Response: The above listed contracts will end on 6/14/2023. Providers will have 45 days post 6/14/2023 to submit their final expense reports (7/29/23).

2. What do I do if I already submitted for a particular month and then realize that I have another expense to add?

Response: Please submit a revised expense report and notate in your email indicating that it is a revised expense report from the one previously submitted. Email to: covidfundsvouchers@oasas.ny.gov .

3. Are variants allowed per line item (i.e., approved budget exists, however, expenditures are not the same as planned)?

Response: Provided the expenditures supported by these funds are reasonable and/or necessary for providing SUD services in both nature and amount and within the scope of work, then you do not need to submit a budget modification to make this type of revision between budget line items. You can just move funds across the budget line categories within a funded initiative. If dollars are moved among budget categories, your submitted expense report should reflect these expense changes. The exception is if you have an initiative where you received 10% for Agency Administration. The 10% allocation cannot be exceeded. Upon submission of your Final Expense Report, the budget will be updated to reflect actual claimed expenses.

However, if you wanted to submit a budget modification, please submit the request to the OASASBudget@oasas.ny.gov . Please use the same budget form as provided with the original initiative submission to submit any requested revisions.

Additional information can be found in the Q&A from the March 2023 Provider Call: [March 2023 Provider Call Q&A](#)

4. Are there any limitations for expenses on a voucher?

Response: SAPT Supplemental initiatives do have limitations on allowable use. Allowable use will be defined in the Attachment B-1 or B-2 Budget and/or the Attachment C-1 or C-2 Scope of Work in your contract.

5. If an organization has more than one initiative, does a separate email need to be submitted with expense reports for each?

Response: While multiple initiative expense reports can be submitted in one email, preference is for providers to submit one email for each initiative expense report.

6. Do we need to submit backup documentation for personal services?

Response: Yes, a Recruitment and Retention Roster must be submitted for personal services for the Workforce initiative and the Stabilization initiative, if it was used for recruitment and retention purposes. If

this roster is not submitted, you will be asked to confirm that personal services expenses claimed were used for an otherwise unsupported payroll expense and not for recruitment and retention.

Note: Records and documentation must be maintained by the Contractor to support all expenses incurred in performance of this Contract, including those for which no supporting documentation is required for submission as part of the expense report.

7. What type of documentation is needed to show proof of an invoice payment?

Response: When submitting backup documentation for an expense report, we require either the check number and date, or the last four digits of the credit card and the date paid.

8. Since we submitted the budget, we have had changes in what we need instead of what was originally submitted. Is that okay?

Response: Yes, this is acceptable. Please complete a budget modification form.

See answer to Q3.

9. If we provide a sign on bonus to an employee, do we need to fill out page 2?

Response: Yes, the sign-on bonus would fall under Recruitment and Retention.

See answer to Q6.

10. Do we submit expense reports and backup documentation through email?

Response: Yes, expense reports must be submitted to the following email address: COVIDFundsVOUCHERS@oasas.ny.gov .

11. What if I am unable to locate the applicable expense report for the initiative?

Response: You can locate the expense report for your initiative a couple different ways:

- a. OASAS website: [Supplemental Block Grant Funding Initiatives | Office of Addiction Services and Supports \(ny.gov\)](#). Expense reports are initiative specific.
- b. Send an email to COVIDFundsAP@oasas.ny.gov and include your provider ID number and contract number, and we will provide you with the necessary expense report.

12. What is the due date for the final claim submissions?

Response: The final claim submissions for the Workforce, Stabilization, Primary Prevention Infrastructure and Youth Clubhouse funded initiatives are **due by July 29, 2023**. This is 45 days from the end of the budget period of June 14, 2023.

13. How do you make a budget modification?

Response: A budget may be modified from the initially identified expenditure lines provided the changes are in line with the approved scope of work, within the budget period, and within the approved amount on the applicable Attachment B (Budget) document. Funds may not be transferred or used for any other project or purpose. However, if the previously mentioned criteria are met, then you do not need to submit a budget modification. Upon submission of your Final Expense Report, the budget will be updated to reflect actual claimed expenses.

See answers to Q3 and Q8.

Additional information can be found in the Q&A from the March 2023 Provider Call: [March 2023 Provider Call Q&A](#)

14. Is Agency Administration an allowable expense for Primary Prevention Infrastructure?

Response: No, Agency Administration does not have any dollars allocated in this category for this initiative.

15. How do we request an advance for an initiative?

Response: A 25% advance was previously provided for Workforce, Stabilization, Primary Prevention Infrastructure and Youth Clubhouses Therefore, providers do not need to make a request.

Questions regarding submission of expense reports/vouchers can be sent to COVIDFundsVOUCHERS@oasas.ny.gov. Questions regarding payments can be directed to COVIDFundsAP@oasas.ny.gov. Please be sure to include your contract number, provider number, and initiative you are inquiring about in your email subject line.

Any general inquiries can be directed to: covidfunds@oasas.ny.gov. *Note: please include provider number when you send emails to the Covid funds mailbox, and your contract number if you have one.*

Contract status inquiries should be sent to grants@oasas.ny.gov. *Note: please include provider number and contract number when you send emails to the Grants mailbox.*