

Contract Payment Process and Documentation Needed

Report Due Dates

The Standard Voucher and supporting documentation are due at the end of each quarter listed below.

July 1, 2008 – September 30, 2008
(due: October 31, 2008)

January 1, 2009 – March 31, 2009
(due: April 30, 2009)

October 1, 2008 - December 31, 2008
(due: January 31, 2009)

April 1, 2009 – June 30, 2009
(due: July 31, 2009)

Payment Process

After the contract has been approved by the Office of the State Comptroller (OSC), each Regional Information Center (RIC) will receive an advance of 20% of your contract total. To receive the 20% advance, complete the standard voucher and send to Kelly Gicobbi at the address below. You can download this form from the Medicaid Website at <http://www.oms.nysed.gov/medicaid/>.

Thereafter, a standard voucher should be filed quarterly showing the actual expense for that time period. The total of your quarterly payments cannot exceed 70% of the total project. Each quarter, the standard voucher with attached documentation should be sent to the address below.

Kelly Gicobbi
Education Finance Specialist 1
STAC, Special Aids & Medicaid Unit
NYS Education Department
89 Washington Avenue, Rm. 514W EB
Albany, NY 12234

The remaining 10% of your contract will be sent when your final report (Medicaid-FS-10-F) is submitted (due July 31, 2009).

Documentation Needed for Quarterly Payments

- A signed, completed Standard Voucher,
- A Medicaid FS-10 form showing the detail of the actual expenses for the quarter. Through the contract process, you will need to attach copies of receipts for all purchases,
- A short narrative – include a short description of each expense category summarizing your activities, and
- A roster showing summary of contacts, and attendance at trainings.
Please type or print legibly.

Forms:	Standard Voucher	Medicaid FS-10	Training Roster
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If you have any questions or need further clarification please contact
Kelly Gicobbi at (518) 486-7828 or kgicobbi@mail.nysed.gov