



## Office for People With Developmental Disabilities

ANDREW M. CUOMO  
Governor

KERRY A. DELANEY  
Acting Commissioner

**ELECTRONIC MAIL – NO HARD COPY TO FOLLOW**

October 24, 2018

**RE: CFR Filing Requirements Reminder for Fiscal Period 2017/2018**

Dear Provider:

Please be aware that for those agencies who are required to file a Full fiscal period July 1, 2017 through June 30, 2018 Consolidated Fiscal Report (CFR) with the Office for People With Developmental Disabilities (OPWDD), but fail to submit the CFR and all mandated supporting documentation by the required due date, those agencies will be subject to revenue reduction penalties. Your agency must fully comply with OPWDD's submission requirements noted below in order to avoid those penalties. **Please disregard this notice if your agency has already uploaded your CFR, financial statements and certification pages.**

According to Regulation 14 NYCRR subpart 635-4, service providers are required to submit certified cost reports annually to OPWDD. Full compliance with the submission requirements for fiscal filers means that all of the following must be submitted by December 1, 2018:

- 1) An uploaded July 1, 2017 through June 30, 2018 CFR
- 2) Uploaded 2017/2018 financial statements (uploaded via the Internet through the CFR upload process)
- 3) Signed certification pages (uploaded through the CFR upload process; or either emailed to [CFR@opwdd.ny.gov](mailto:CFR@opwdd.ny.gov) or mailed to OPWDD's CFR Unit at 44 Holland Avenue, 4<sup>th</sup> Floor, Albany, NY 12229-0001):
  - CFR-i signed by the Executive Director
  - CFR-ii signed by your independent accountant
  - CFR-iii signed by the Executive Director; if the agency has contract programs
  - CFR-iv signed by the Executive Director

OPWDD prefers that the certification pages be uploaded via the CFR upload process, however, if your agency chooses to mail hard copies, they must be received by the December 1, 2018 deadline. Please use the link below to access the July 1, 2017 through June 30, 2018 CFR Manual which provides details regarding the submission requirements and the upload process.

[http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home.html](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html)

**Consistent with the above, please be advised that the CFR manual states that the financial statements should be submitted "at the time of the CFR submission or as soon as possible thereafter since they are required for reporting compliance." This means that the financial statements must be submitted by December 1, 2018 in order to avoid penalties.**

**For providers of HCBS waiver services, based on OPWDD regulations, OPWDD will replace the two (2) percent penalty imposed on late submissions with a fifty (50) percent penalty effective August 1, 2019 if the required documentation listed above is not received by February 1, 2019.**

Please advise your independent accountant of the due dates so they have sufficient time to review and certify your CFR and financial statements before the deadline.

Please contact the CFR Unit at (518) 402-4275 or email [CFR@opwdd.ny.gov](mailto:CFR@opwdd.ny.gov) with any questions you may have regarding this notice.

Sincerely,

*Susan A. Ivie Mahar*

Susan A. Ivie Mahar  
Principal Health Care Fiscal Analyst  
CFR Unit

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Executive Office

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