

Article 6 Claiming Process

Application

1. State Aid Application (SAA) is submitted to NYSDOH two months after the start of the Fiscal Year (for NYC August 31)
2. NYSDOH Office of Public Health Practice reviews and approves/disapproves the SAA
3. Local Health Department (LHD) renders services and programs according to the approved SAA

Claiming

4. Quarterly Expenditure Report (QER) is prepared, using a cash accounting method, taking the actual payments made in the quarter. For example, if the service is rendered on 6/30, but the actual payment to the vendor is 7/10, the cost will be claimed in the 7/1-9/30 quarter instead of the 4/1-6/30 quarter.
 - a. The QER is submitted to NYSDOH two months after the quarter ends
 - b. Spending is monitored to ensure appropriate adjustments to the SAA upon submission of the final claim.
5. The total state aid reimbursement is calculated as follows:
 - a. $\text{Gross Costs} - \text{Ineligible Costs} = \text{Total Eligible Costs/Expenditures}$
 $\text{Total Eligible Costs/Expenditures} - \text{Eligible Earned Revenue} - \text{Eligible Grant Revenue} = \text{Net Eligible Costs/Expenditures}$

Reimbursement

- b. $\text{Net Eligible Costs} - \text{Base Grant}^* = \text{Balance Reimbursable Amount @ 36\%}$
*(per capita or \$Amount, whichever is greater)

Payment

- c. $\text{Reimbursable Amount} - \text{Disallowances} = \text{Payment}$