

Dear Provider,

The City of New York is upgrading its Financial Management System (FMS) to a web-based application. As a result of this conversion, the Department of Youth and Community Development (DYCD) will be unable to process payments during the period beginning December 18, 2009 and ending January 4, 2010.

To mitigate the impact that this interruption in payment may present to your organization, DYCD will issue payments prior to system shut-down on December 18th as follows:

MONTHLY FINANCIAL REPORTS (MFR)

All Workforce Investment Act (WIA) funded contractors should ensure that all Monthly Financial Reports (MFRs) are submitted by **December 7th**.

PROGRAM EXPENSE REPORT SUMMARY (PERS)

November Program Expense Report Summaries (PERS) are due to DYCD by **December 10th**. In order for DYCD to manage a high volume of PERS in a short period of time, we will issue an advance based on the total amount claimed. Advance payments will be offset once the PERS are processed in January 2010.

DYCD will make every effort to process advances on PERS received by December 10th. Any payments not processed prior to the FMS shut-down on December 18th, will be paid after the system re-opens on January 5<sup>th</sup>, 2010.

For inquiries regarding MFRs, please contact Maria Rubio at 212-676-8206. For inquiries regarding PERS, please call the CAFD Helpdesk at 212-442-6265 or email [CAFDbelp@dycd.nyc.gov](mailto:CAFDbelp@dycd.nyc.gov). Thank you for your cooperation.

Sincerely,

John V. Cirolia

Assistant Commissioner, Contract Agency Finance Department  
Department of Youth and Community Development