



BUREAU OF BUDGET AND FINANCE
DYCD FISCAL TRAINING GUIDE: *HHS CONTRACT BUDGET UPDATE*

FREQUENTLY ASKED QUESTIONS (FAQ)

Q1: WHEN WILL PROVIDERS SEE THE ADDITIONAL FUNDING IN HHS ACCELERATOR?

A1: Over the upcoming weeks, providers will begin receiving the alerts from HHS Accelerator notifying that their contract budget update is pending submission. *Please note that DYCD cannot initiate a contract budget update if you have any pending items for approval.*

Q2: ARE THERE ANY ACTIONS THAT WOULD PREVENT AN HHS CONTRACT BUDGET UPDATE FROM BEING INITIATED BY DYCD?

A2: Yes. If a Provider has an invoice in pending submission/approval status, a payment not in disbursed status, and/or a budget modification in pending submission/approval or draft status.

Q3: WHY WOULD A PROVIDER RECEIVE AN ERROR MESSAGE WHEN ATTEMPTING TO SUBMIT AN HHS CONTRACT BUDGET UPDATE?

A3: An error message is displayed if the correct amounts are not entered in the "Update Amount" column where applicable.

Q4: CAN THE WEI FUNDING BE CARRIED OVER FROM ONE FISCAL YEAR TO THE NEXT?

A4: WEI funding is retroactive to July 1, 2022. The funding is baselined and will continue for the term of the contract. All funding must be claimed within the specific fiscal year and does not transfer from one fiscal year to the next.

Q5: DO PROVIDERS NEED TO MAINTAIN SEPARATE GENERAL LEDGER/SUB-LEDGER ALLOCATIONS THAT HAVE DIFFERENT BUDGET CODES?

A5: Providers are required to maintain separate general ledgers (GL) or use sub-accounts to track each of their DYCD contracts. Providers are therefore not required to maintain separate GLs or use sub-accounts to track different budget codes, so long as the budget codes are all associated with a single contract. These GLs and/or sub-accounts must reconcile to the invoices submitted to DYCD in HHS Accelerator. Maintaining a mapping of transactions from the GL to HHS Accelerator invoices will make the audits performed by DYCD's contracted CPA firms run smoothly.

Q6: WILL THERE BE AN INCREASE IN WEI FUNDING IN FY 2024?

A6: FY23 WEI funding is baselined and awarded funding will remain consistent through the term of the contract.

Q7: WILL THE WEI FUNDING BE ACCESSED FROM THE ALLOWANCE AMENDMENT?

A7: Yes. WEI funding will be deducted from a Provider's Allowance Amendment and added to the FY23 budget via an HHS Contract Budget Update.

Q8: IS A PROVIDER'S ALLOWANCE AMENDMENT BASED ON A PERCENTAGE?

A8: Yes. The Allowance Amendment was calculated based on a percentage which varies according to program areas.