



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

February 12, 2019

DAL: DAL 19-07
DHCBS 19-04
SUBJECT: Statewide Financial System

Dear Administrator:

The New York State Department of Health (the Department) is preparing to issue reimbursement checks for Criminal History Record Check fingerprinting for Adult Homes, Enriched Housing Programs, Certified Home Health Agencies, and Licensed Home Care Service Agencies. As a New York State vendor, it is your responsibility to ensure your business entity's information is accurate and up-to-date with the Office of the New York State Comptroller (OSC). Contact information should be reviewed on a monthly basis.

Several providers have been identified as either not having a Statewide Financial System (SFS) account or inaccurate address information. As such, the Department is requiring **all** Adult Care Facility and Home Care providers to review their vendor information within SFS. Providers must access their SFS account and verify that the address/location for receiving payments is correct by **Friday, February 15th**. **The Department will be unable to remit payment to providers without an SFS account or those who have an account with incorrect address/location.**

If you determine an update to your vendor information is needed, please follow the instructions listed at the following location:

https://www.osc.state.ny.us/vendor_management/forms.htm

After reviewing your information, if you determine an update to your vendor information is not needed, no further action is needed at this time.

Providers who are not on the State Financial System (SFS) must **immediately** register by completing the "New York State Office of the State Comptroller Substitute Form W-9: Request for Taxpayer Identification Number and Certification." Completed forms should be emailed to sfsvidr@health.ny.gov. Once you submit your completed Substitute Form W-9, the Office of the State Comptroller's Vendor Management Unit will contact you directly to complete the process of establishing a vendor identification number, which is required to set up your SFS account. Additional information can be obtained at the following sites:

OSC: <http://www.osc.state.ny.us/vendors/index.htm>

SFS: <http://www.sfs.ny.gov/>

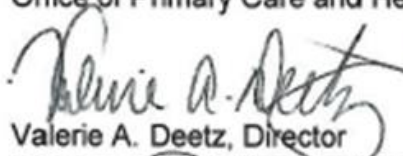
Providers are strongly encouraged to utilize Direct Deposit (ePayments) as their method of payment. ePayments allow the transfer of payments directly into your bank account sooner than if providers were to opt for payment by check. Instructions on Direct Deposit enrollment may be found at: <https://www.osc.state.ny.us/vendors/epayments.htm>

Thank you for your continued support and collaboration with the CHRC program in ensuring the safety of our most vulnerable populations. For general inquiries, please contact the SFS Help Desk at 855.233.8363 or via e-mail at HelpDesk@sfs.ny.gov.

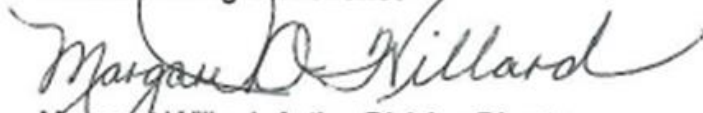
Sincerely,



Mark J. Hennessey, Director
Center for Health Care Provider Services and Oversight
Office of Primary Care and Health Systems Management



Valerie A. Deetz, Director
Division of Adult Care Facilities and
Assisted Living Surveillance



Margaret Willard, Acting Division Director
Division of Home and Community Based Services

cc: J. Gobrecht
J. Devik
C. Pine