



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

SHARON DEVINE
Executive Deputy Commissioner

December 16, 2015

Dear Colleague,

As annual funding allocations from the Office of Refugee Resettlement (ORR) to states continue to shrink, discussions within OTDA/BRIA have once again turned to the importance of timely data entering and quarterly vouchering in order to alleviate the risk of losing funds associated with federal liquidation deadlines.

When ORR makes annual awards to states, funds must be vouchered for by service providers and approved for payment by the NYS Office of the State Comptroller within two years after the end of the federal fiscal year in which the grant is awarded.

OTDA/BRIA finds that many service providers often voucher for a previous budget period's balance months after the budget period ended, which puts that funding at risk of being lost. This was especially true this past September. The process to preserve those service providers' expiring funds was the most challenging ever this year.

Unfortunately, I am not confident that OTDA/BRIA will be able to repeat and overcome the challenge next year. In an environment where unliquidated federal funds can easily be recouped by ORR and then reallocated elsewhere, it is becoming increasingly difficult to save expiring funds.

As a result, OTDA/BRIA respectfully requests service providers to closely review their data entry and paperwork processes and make any necessary adjustments that will facilitate timely data entry into the BRIA Information Network (BIN). Timely data entry, in turn will lead to higher quarterly claims thus reducing or eliminating any balances at risk of the September 30 federal liquidation deadline.

OTDA/BRIA is committed to assisting you to achieve your contract goals and earn the maximum contract award. However, without your timely data entry and submission of vouchers, federal money will be lost.

Sincerely,

Dodie Wheeler
NYS Refugee Coordinator & Director
Bureau of Refugee and Immigrant Assistance