



Department of Health

ANDREW M. CUOMO
Governor

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

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

March 4, 2020

DAL: DAL 20-06
DHCBS 20-03
SUBJECT: 2018 CHRC Reimbursements

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, Licensed Home Care Service Agencies (LHCSA), and Hospice providers. 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 New York Statewide Financial System (SFS). Contact information should be reviewed as needed.

Several providers have been identified as either not having an SFS account or inaccurate address information. As such, the Department is requiring **all** Adult Care Facility, LHCSA, and Hospice 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, March 20th**. **The Department will be unable to remit payment to providers without an SFS account or those who have an account with incorrect address/location.**

Providers should review, and if necessary, update their vendor information through the New York State Vendor Portal. You can access your Vendor Portal account using the following: https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?Page=PT_LANDINGPAGE&Action=U&LP=ERP.SUPPLIER.NY_SUP_PUB_HOME_PG_FL&

If you are unable to access your Vendor Portal account, contact the SFS Helpdesk at 518.457.7717 or 855.233.8363, or e-mail HelpDesk@sfs.ny.gov

Providers are strongly encouraged to enroll in Direct Deposit (ePayments) through the Vendor Portal. ePayments allow the transfer of payments directly into your bank account sooner than if you opt for payment by check. Instructions on setting up direct deposit are available to you in your Vendor Portal account.

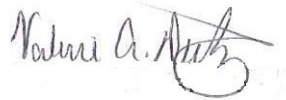
After reviewing your information, if you determine an update to your vendor information is not needed, no further action is needed.

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. **Once your vendor id has been established, please contact the Criminal History and Records Bureau at 518.402.5549 so we may update our database.**

Thank you for your continued support and collaboration with the CHRC program in ensuring the safety of our most vulnerable populations.

Sincerely,

A handwritten signature in cursive script, appearing to read "Valerie A. Deetz".

Valerie A. Deetz, Deputy Director
Center for Health Care Provider Services and Oversight
Office of Primary Care and Health Systems Management

Enclosure

cc: M. Hennessey
J. Devik
H. Hayes
J. Huffaker