

Enriched Housing Operating Subsidy – Facility Resident Roster Upload

How to Access and Use the Health Commerce System (HCS) Secure File Transfer (SFT) Utility

The excel spreadsheet, Roster of Eligible Residents for the Enriched Housing Operating Assistance Subsidy (Attachment 3) must be submitted every month. The roster details the eligible residents' names and their Medicaid (MA) identification (ID) numbers. Instructions for completion and electronic submission of the roster to the Department are embedded in the spreadsheet.

Please refer to the guidance from the NYS Office of Information Technology Services (ITS) for instructions for using Secure File Transfer (Attachment 4)

Please Note: The excel spreadsheet must be typed, printed, reviewed, signed and emailed to lxr14 by Secure File Transfer (SFT) via the Health Commerce System within 10 days of the end of the month.