
Appendix C
Schedule of Payments
Local Fiscal Year 20_____

NYS Office of Mental Health
Aid to Localities Financial System

Periodically, when monies are due, the Designated Payment Office shall, through its automated Aid-to-Localities Financial Management System, draw down a New York State Voucher from the CONTRACTOR'S approved payment schedule. For purposes of this provision and Article 11A Of the State Finance Law, the Designated Payment Office shall be:

Bureau of Contracts and Claims
NYS Office of Mental Health
44 Holland Avenue, 7th Floor
Albany, New York 12229

The OMH may, at its discretion, withhold any State Aid and/or Medicaid payment due under this Agreement until such time as the CONTRACTOR has submitted to OMH all Deliverables, including reports, which are due prior to any scheduled payments. Additionally, prior period overpayments and/or audit recoveries associated with the CONTRACTOR can be recouped against any payment OMH makes to the CONTRACTOR. The recoupment generally begins with the first payment made to the CONTRACTOR following OMH identification of the overpayment and/or audit recovery amount.

Payments to CONTRACTOR shall be due upon the first day of the applicable period, and made in accordance with this Agreement, and the CONTRACTOR'S approved payment schedule.

[As referenced in this Appendix C, the Contractor's approved payment schedule refers to the payment schedule which is generated by the automated Aid-to-Localities Financial Management System in connection with Contractor's assembly of the final contract documents. Contractor should contact OMH if there is any disparity between the information that appears on the approved payment schedule and the payment schedule in the Contract Summary Report which has been provided to Contractor.]

The term of the Optional Payment shall commence on the termination date of the period stated above and end on the last day of the third successive month.

A single final claim for each contract year shall be submitted annually by submission of the Consolidated Fiscal Report (CFR). The Contractor will submit the CFR on an annual basis, in accordance with the time frames designated in the CFR manual, which is available on the OMH website at www.omh.ny.gov/omhweb/resources/providers/.

Payment shall only be rendered electronically, unless payment by paper check is expressly authorized by the Commissioner of the Office of Mental Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm², by email at epunit@osc.state.ny.us, or by telephone at 518-474-4032. Contractor acknowledges that it will not receive payment under this contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.