

NON-REIMBURSABLE COSTS CHART

NON-REIMBURSABLE COSTS ARE IDENTIFIED WITH AN "X"

TYPE OF COST	YDP	RHYA
PERSONAL SERVICE:		
• UNQUALIFIED STAFF	X	X
• PREPAYMENTS	X	X
• BOARD MEMBERS	X	X
• FAMILY OF BOARD W/O OCFS APPROVAL	X	X
• VACATION LUMP SUM PYMTS IN EXCESS OF 2 WEEKS	X	X
• RETROACTIVE RAISES EXCEPT UNION AGREEMENTS	X	X
• BONUSES	X	X
• OVERTIME (OVER 40-HOUR WEEK)	X	X
• LAW ENFORCEMENT STAFF except Juvenile Aid and DARE Officers	X	X
FRINGE BENEFITS:		
• EXCESS OF 25% OF SALARIES	X	X
• FEDERAL UNEMPLOYMENT	X	X
• DIRECT MEDICAL PAYMENTS	X	X
• NYS UNEMPLOYMENT - SELF INSURED NFP'S	X	X
• PERSONAL RETIREMENT PLANS	X	X
• MUNICIPAL EMP'EE'S EXCEPT RHYA COORDINATOR	X	X
CONSULTANTS/CONTRACTED SERVICES:		
• FUND RAISING CONSULTANT	X	X
• ANNUAL CPA AUDIT IF OCFS CONTRACTS FOR AUDIT	X	X
• YOUTH STIPEND	X	X
• YOUTH ALLOWANCES	X	X
MAINTENANCE & OPERATION:		
• CASH PAYMENTS (Except Petty Cash)	X	X
• YOUTH CLOTHING EXCEPT INEXPENSIVE T-SHIRTS/CAPS	X	X
• EXPENSIVE PRIZES/TROPHIES	X	X
• RENTAL PAYMENTS FOR AGENCY-OWNED BLDG	X	X
• LONG TERM VEHICLE LEASE	X	X
• VEHICLE PURCHASE	X	X
• TRAVEL- HOTEL ROOMS FOR YOUTH (Unless Related To Conference Attendance)	X	X
• PROFESSIONAL MALPRACTICE INSURANCE	X	X
• BOARD LIABILITY INSURANCE	X	X
• BONDING INSURANCE	X	X
• AUTO INSURANCE	X	X
• FIRE, THEFT & PROPERTY INSURANCE	X	X
• UTILITIES IF INCLUDED IN RENT	X	X
• CONTRIBUTIONS/DONATIONS	X	X
• FINES/ PENALTIES	X	X
• SALES TAX	X	X
• SECURITY DEPOSITS	X	X
• STAFF PHYSICALS	X	X
• INDIRECT COSTS	X	X
• LOANS/INTEREST ON LOANS	X	X
• PREPAID EXPENDITURES (EXCEPT WHEN REQUIRED)	X	X
• MUNICIPAL TAXES	X	X
• PERSONAL MEMBERSHIP FEES	X	X
• LANDSCAPING	X	X
• OUT OF STATE AND AIR TRAVEL WITHOUT AUTHORIZATION	X	X
• NON-PROGRAM RELATED COSTS	X	X
• FUND RAISING	X	X
• HONORARIUM	X	X
• PRE/POST CONTRACT COSTS	X	X
• LEAGUE FRANCHISE FEES	X	X
• PER GAME REIMBURSEMENT FOR BOWLING, SKIING ETC.	X	X
• UNIFORMS AND STAFF CLOTHING	X	X
• YOUTH PHYSICALS AND PARAMEDICS UNLESS REQUIRED FOR PARTICIPATION	X	X
• ACTIVITIES FOR WHICH FEES ARE CHARGED	X	X
FACILITY REPAIR/ PURCHASE		
• REPAIRS GREATER THAN \$1,000	X	X
• CAPITAL CONSTRUCTION	X	X
• CAPITAL PURCHASE	X	X
• BUILDING REHABILITATION	X	X

Cell Phones - A copy of the cell phone bill must be submitted with the claim. Reimbursement will not be made on personal cell phone costs; please make sure business calls are clearly identified. OCFS reserves the right to request justification for cell phones costs. Cell phones must be necessary for the operation of the program.

Credit Card Payment - A copy of the credit card bill must be submitted with the claim with the account number obliterated. In addition, receipts for the items for which reimbursement is being requested must also be submitted.