

NON-REIMBURSABLE COST 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 BOARD W/O OCFS APPROVAL	X	X
VACATION LUMP SUM PAYMENTS IN EXCESS OF 2 WEEKS	X	X
RETROACTIVE RAISES EXCEPT UNION AGREEMENTS	X	X
BONUSES	X	X
OVERTIME (OVER 40- HOUR) WEEK		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 RETIRMENT PLANS	X	X
MUNICIPAL EMPLOYEESS EXCEPT RHYA COORDINATOR	X	
CONSULTANTS/CONTRACTED SERVICES		
FUND RAISING CONSUTLANT	X	X
ANNUAL CPA AUDIT IF OCFS CONTRACTS FOR AUDIT		X
YOUTH STIPEND	X	X
YOUTH ALLOWANCES		X
MAINTENANCE AND OPERATION		
CASH PAYMENTS (<i>Except Petty Cash</i>)	X	X
YOUTH CLOTHING (<i>Except Inexpensive T-shirts and Caps</i>)	X	
EXPENSIVE PRIZES/TROPHIES	X	
RENTAL PAYMENTS FOR AGENCY-OWNED BUILDING	X	X
LONG TERM VEHICLE LEASE	X	X
VEHICLE PURCHASE	X	X
TRAVEL- HOTEL ROOMS FOR YOUTH (unless related to conference attendance)	X	X
BOARD LIABILITY INSURANCE	X	X
BONDING INSURANCE		
AUTO INSURANCE	X	
FIRE, THEFT AND PROPERTY INSURANCE	X	
UTILITIES IF INCLUDED IN THE RENT	X	X
CONTRIBUTIONS/DONATIONS	X	X
FINES/PENALITEIS	X	X
SALES TAX	X	
SECURITY DEPOSIT	X	
STAFF PHYSICALS	X	X
INDIRECT COSTS	X	X
LOAN/INTEREST ON LOANS	X	X
PREPAID EXPDITURES (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
FUND RAISING	X	X
HONORARIUM		
PRE/POST CONTRACT COSTS		
LEAGUE FRANCHISE FEES	X	X
PER GAME REIMBURSMET FOR BOWLING, SKIING ETC.	X	X
UNIFORM AND STAFF CLOTHING	X	X
YOUTH PHYSICALS (<i>unless required for participation</i>)	X	
ACTIVITIES FOR WHICH FEES ARE CHARGED	X	X
FACILITY REPAIR/PURCHASE		
REPAIRS GREATHER THAN 1,000	X	
CAPITAL CONSTRUCTION	X	X
CAPITAL PURCHASE	X	X
BUILDING REHABILITATION	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 phone 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 be submitted.