YSB DCF Grant Budgets

CYSA

CONNECTICUT YOUTH SERVICES ASSOCIATION

Agenda

- SFY26
    a. Allocation Changes
    b. Reporting
- SFY27 Projections
- Questions

CONNECTICUT YOUTH SERVICES ASSOCIATION

Due Dates

9/15 - SFY27 Budget Projections Online Application

9/30 - SFY26 Budget Actuals Report support@ctyouthservices.org

SFY26

Changes to Allocation Formulas

Payments

Grant Amounts

Allocations

https://ctyouthservices.org/resource_library/dcf-grant-info/

Payments

To confirm the dates and amounts of YSB funding please use Vendor Self-Serve (VSS) to access Core-CT:

http://www.osc.ct.gov/vendor/index.html

Questions: BARBARA.CROUCH@ct.gov

SFY26 Grant Actuals Report

A

All grants funds were received and spent

B

All grants funds were received but NOT fully spent

C

You received LESS than awarded

1. You spent
2. Will spend in SFY27

D

You received LESS than awarded AND have carry-over funds

SFY26 Grant Actuals Report

Column C

- **Original or Revised Projections** based on final allocations.

Column E

- **Actual amounts.**

Column J

- **Narrative updates.** Leave original text and only add narrative to describe changes.

A. Received and Spent All $

	A	B	C	D	E	F	G	H
3			SFY26 Budget Projections		SFY26 Actual Expenses	Total Current Expenses		BALANCE
4	(4000) REVENUE							
5	4001	DCF Base/Main Grant	$14,103		$14,103	$14,103		$0
6	4002	DCF Enhancement Grant	$10,045		$10,045	$10,045		$0
7	4003	Municipal Match	$14,103		$14,103	$14,103		$0
8	4004	DCF Supplemental Grant	$5,013		$5,013	$5,013		$0
9		Total DCF-Overseen Income	*$43,264*		*$43,264*	$43,264		$0

It is important that your budget balances to $0:

B	C	D	E
Total Income	$43,264		$43,264
Total Expense	$43,264		$43,264
Surplus/(Deficit)	*$0*		*$0*

Carry-Over Funds

- Unused SFY25 or SFY26 funds can be spent in SFY27. Clarify in narrative.
- Must be used in the same category as originally awarded.

support@ctyouthservices.org

B. Received, did NOT Spend All

	A	B	C	D	E	F	G	H
3			SFY26 Budget Projections		SFY26 Actual Expenses	Total Current Expenses		BALANCE
4	(4000) REVENUE							
5	4001	DCF Base/Main Grant	$14,103		$14,103	$14,103		$0
6	4002	DCF Enhancement Grant	$10,045		$9,000	$9,000		$1,045
7	4003	Municipal Match	$14,103		$14,103	$14,103		$0
8	4004	DCF Supplemental Grant	$5,013		$5,013	$5,013		$0
9		Total DCF-Overseen Income	*$43,264*		*$42,219*	$42,219		$1,045

If you are carrying over funds, you MUST revise Column C to **actual allocation amounts**.

Category C or D

C

You received LESS than awarded

1. You spent
2. Will spend in SFY27

D

You received LESS than awarded AND have carry-over funds

Email us and outline your unique situation so we can prepare a custom report form for you.

support@ctyouthservices.org

Programs impacted by funding or other changes

- Move those expenses to other Direct Service activities (or Staffing costs to provide Direct Services) or Referred Direct Services.
- Be careful of changes between Direct Services and Admin/Fixed Costs.

Narrative

Column J How did you spend the funds?

If you have changes, do not erase **existing narrative**, simply **add to it** explaining the change.

Examples:

5110 Prevention Services

Awareness campaigns (Red Ribbon Week, Child Abuse Prevention, etc.), family paint nights. Additional expenses incurred due to larger participation in community awareness programs: Red Ribbon Week, family night events and drug box awareness.

5409 Staff Training

Staff training. No expenses, department budget covered trainings.

SFY26 Budget Actuals Report

Due	Format	Email
9/30/26 5pm	Excel Spreadsheet	support@ctyouthservices.org

SFY27
Budget Projections

A & B

Use SFY27 Budget File from CYSA

C & D

Ask CYSA Tech Support for Custom File

Due 9/15 as part of your online application

Category A or B

	A	B	C	D	E
1–2	YSB Name:		This is a Projected Budget. It is subject to Final Approval and Funding Authorization. Amounts are NOT guaranteed.		
3			SFY27 Budget Projections	Carry-Over Funds (If applicable)	Total Projected Expenses
4	REVENUE				
5	4001	DCF Base/Main Grant	$14,103		**$14,103**
6	4002	DCF Enhancement Grant	$10,045	$1,045	**$11,090**
7	4003	Municipal Match	$14,103		**$14,103**
8	4004	DCF Supplemental Grant	$7,414		**$7,414**
9		**Total DCF-Overseen Income**	*$45,665*	*$1,045*	***$46,710***

Use SFY26 Final #s

Category C or D

CYSA will prepare a custom application form for your YSB based on your SFY26 actual expenditures report.

support@ctyouthservices.org

Common Mistakes

- Income amounts are incorrect.
- It isn't clear that Enhancement and Supplemental dollars were used for direct services. List categories on the income line narratives.
- Narratives are missing or incomplete for lines with changes.
- The Salary line is missing name of position and what, if any, direct services they provide.
- Mileage narrative does not include # of miles and the rate.

SFY27 Budget Projections

Due	Format	Submit
9/15/26	Excel Spreadsheet	Online with SFY27 Application

Received less than awarded in SFY26? Email for a custom form.

Grant Payments

Payment Schedule

- July (SFY27)
- October (SFY27)
- January (SFY27)
- April (SFY27)

Payment Questions

BARBARA.CROUCH@ct.gov

FREE Technical Assistance is Available Through CYSA

support@ctyouthservices.org

CYSA
CONNECTICUT YOUTH SERVICES ASSOCIATION

Should you need an extension to any deadline, please email CYSA as soon as possible.

Questions

Thank You

...for taking time to be a part of today's session!

CYSA

CONNECTICUT YOUTH SERVICES ASSOCIATION

DCF / YSB Quarterly Meetings

Schedule

(Series - 3rd Tuesday of every 3 months)

- October 20 - 2-3pm
- January 19, 2027 - 2-3pm