

Youth Bureau Claiming 101

Kate Hilliman, Executive Director

November 12, 2026



Agenda

1. Youth Bureau Overview
2. Budgets
3. Budget Amendments
4. Claiming Requirements
5. Claiming Procedure

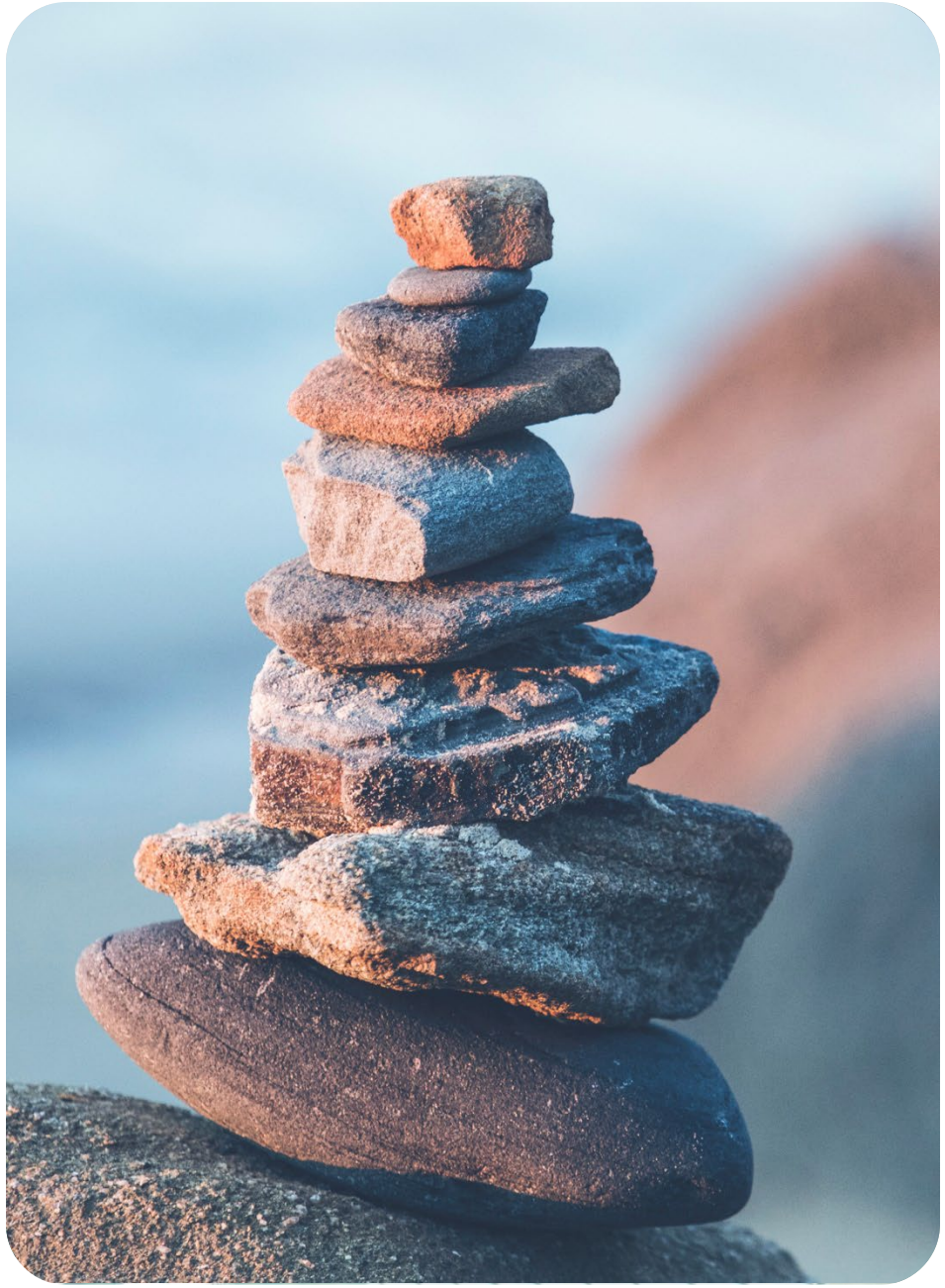
Youth Bureau Overview

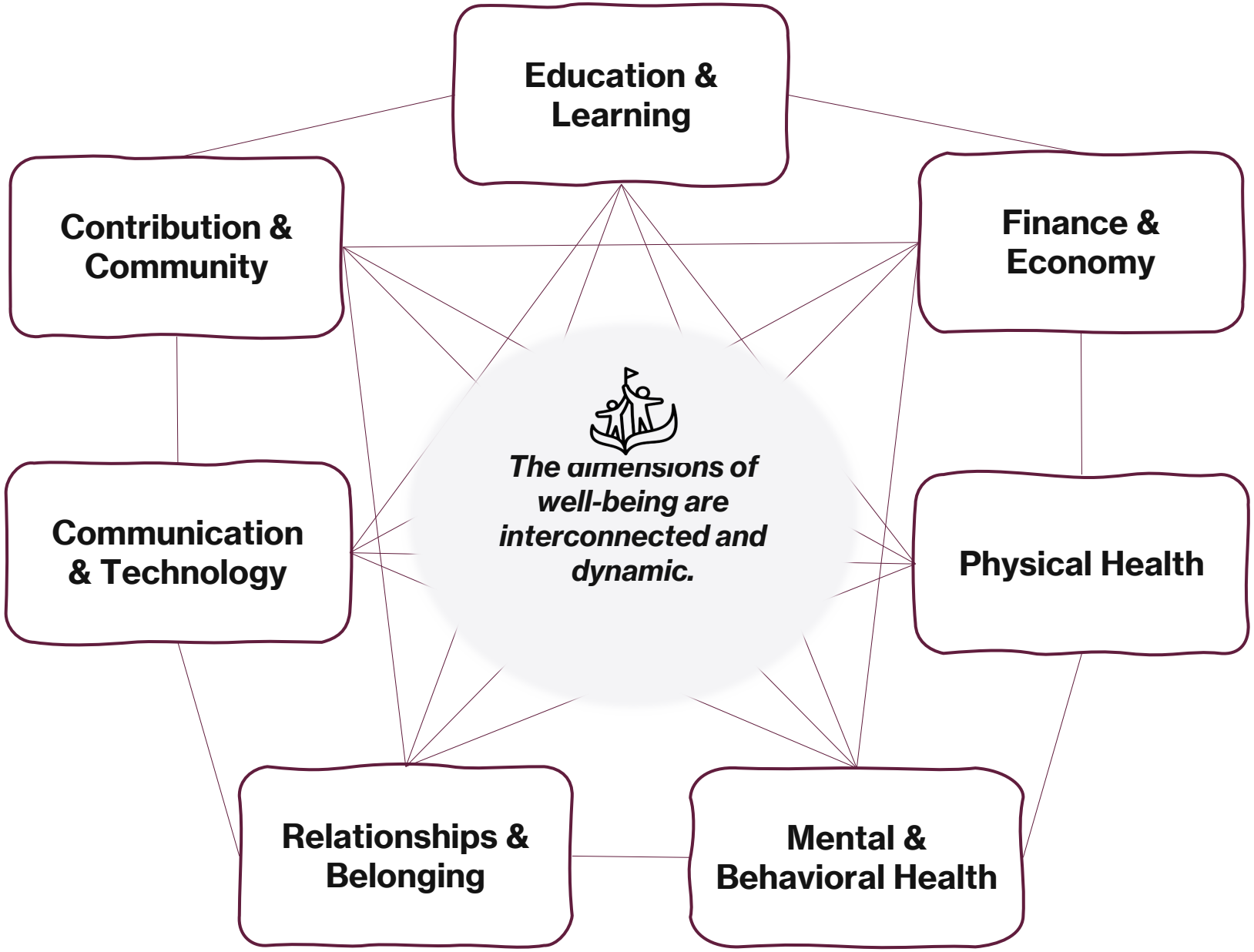
To serve youth and families through asset development, advocacy, and prevention and intervention programs which strengthen families and communities.

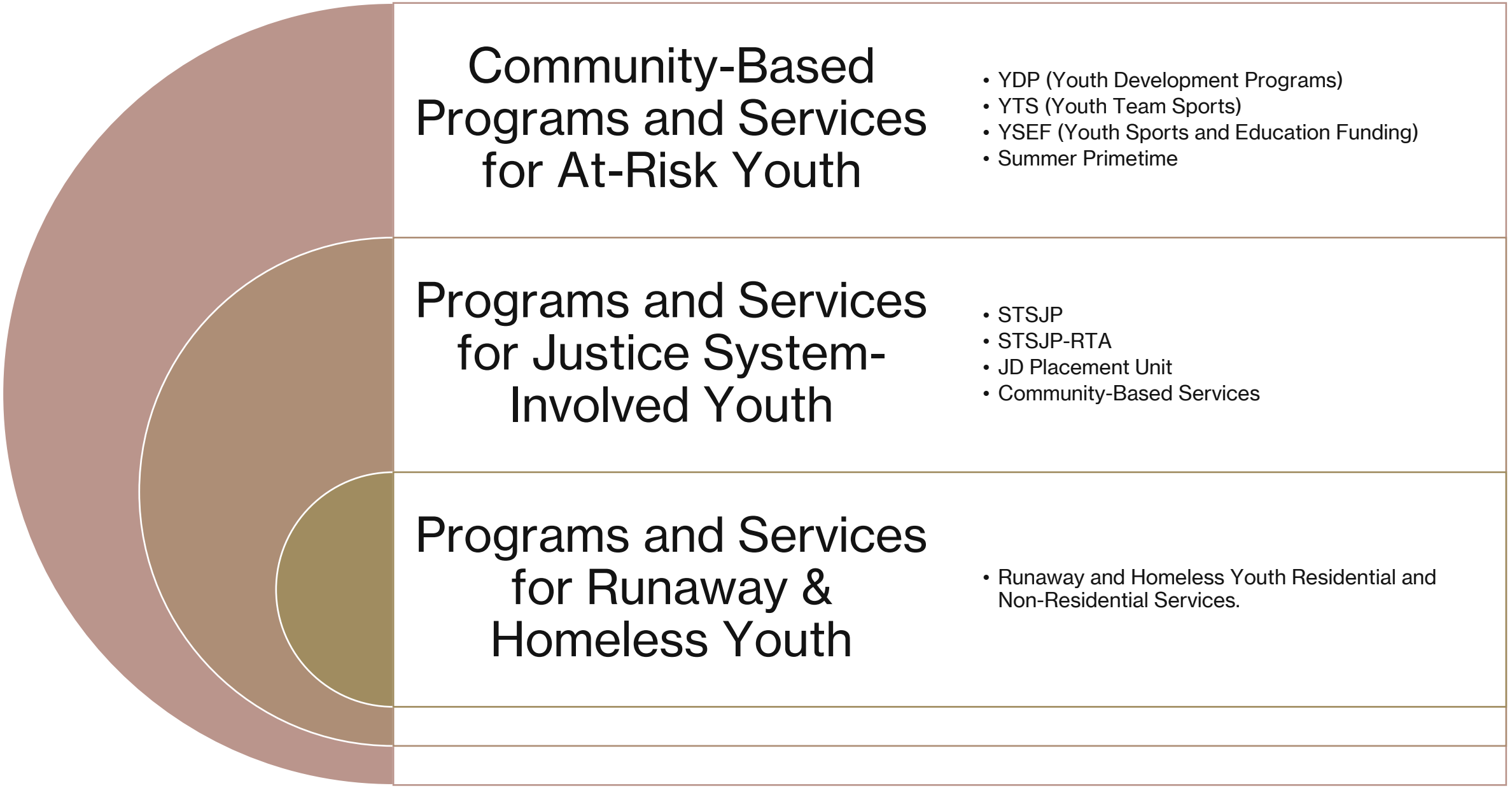
Youth Bureau programs utilize a positive youth development framework to address youth domains of well-being.

Youth Bureau programs supported 40,000 youth in the 2025-26 program year.

Prevention → Early Intervention → Alternative to Detention → Alternative to Placement → Re-Entry/After Care Supports



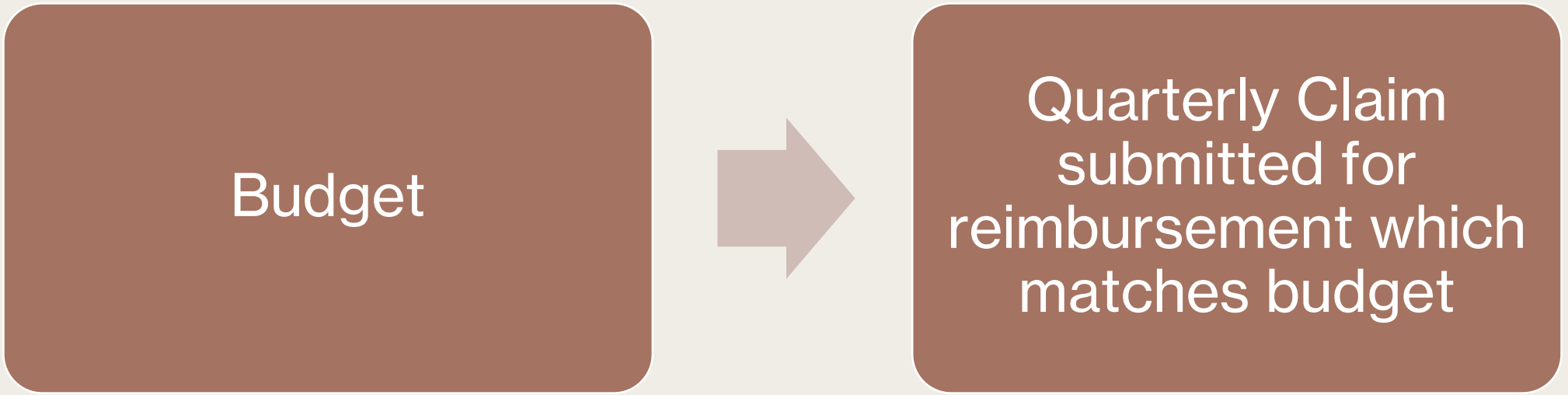

Education & Learning
Contribution & Community
Finance & Economy
The dimensions of well-being are interconnected and dynamic.
Communication & Technology
Physical Health
Relationships & Belonging
Mental & Behavioral Health


Community-Based Programs and Services for At-Risk Youth
• YDP (Youth Development Programs)
• YTS (Youth Team Sports)
• YSEF (Youth Sports and Education Funding)
• Summer Primetime
Programs and Services for Justice System-Involved Youth
• STSJP
• STSJP-RTA
• JD Placement Unit
• Community-Based Services
Programs and Services for Runaway & Homeless Youth
• Runaway and Homeless Youth Residential and Non-Residential Services.

Cost Allocation Planning

Cost allocation planning is an important skill for all non-profit leaders. It enables you to determine your administrative and your program costs for your program and your Youth Bureau (and other) grant(s). Common cost allocation methods are % time or % space allocations.

- https://www.nonprofitaccountingbasics.org/cost-allocations-basics
- https://www.ed.gov/sites/ed/files/about/offices/list/ope/trio/allocation-plan.pdf
- https://www.councilofnonprofits.org/running-nonprofit/administration-and-financial-management/budgeting-nonprofits


Budget
Quarterly Claim submitted for reimbursement which matches budget

Budget Category	Details	Required Claim
Administrative Expenses	15% of program costs – Divide grant total by 1.15 to find program budget	Fixed overhead rate allowed with FNR letter provided. Otherwise, all admin must include backup. Admin is typically ED, grant writer, office expenses, % utilities, etc.
Personnel Services	Program staff wages (NOT contractors)	Payroll records (direct deposit) or cancelled checks and bank statements
Fringe Benefits	Cannot exceed 25% Personnel Services. All fringes are eligible (backup required).	Backup required – payroll reports
Contracted Services	Coaches, refs, visiting educators, field trip transportation	Copy of agreement, invoice, cancelled checks and/or bank statements. CashApp payments to contracted staff are strongly discouraged and must be fully documented.
Maintenance and Operation	Program supplies and equipment, uniforms, field trip expenses such as tickets	Invoice, cancelled check and/or bank statement
Facility Repairs	Repairs (if allowed), rent	All backup required

Erie County Youth Bureau – Program Budget (replaces OCFS 5005)

Agency/Municipality		Program Year	
Program Title			

Administrative Costs (request cannot exceed 15% of program costs)

Expense (Ex: Executive Director, Internet, Phone, Etc.)	*Total Cost*	*Funds Requested*
Total Administrative Costs	$0.00	$0.00

Personnel Services *(program-related only - list admin below)*

Position Title	Rate of Pay	Basis (H,W,BW,SM	Total Cost	Funds Requested
Total Salaries and Wages			$0.00	
*Fringe Benefits (*request not to exceed 25% of salaries)*				
Total Personnel Services			$0.00	$0.00

Contracted Services and Stipends

Type of Service or Consultant Title	Rate of Pay	Basis (S,M,HR)	Total Cost	Funds Requested
Total Contracted Services			$0.00	$0.00

Maintenance and Operation

Expense	Total Cost	Funds Requested
Total Maintenance and Operation	$0.00	$0.00

Facility Repairs and/or Rentals

Address	Rent or Repair?	Total Cost	Funds Requested
Total Facility Repairs or Rentals		$0.00	$0.00
TOTAL COST OF PRO		$0.00	
FUNDS REQUEST			$0.00

Other Funding Sources for Program

Funding Source	Program Funding
Total Other Funding	0

ERIE COUNTY YOUTH BUREAU REIMBURSEMENT CLAIM

PROGRAM EXPENDITURE SUMMARY

AGENCY/MUNICIPALITY								
PROGRAM NAME								
FUND TYPE	**YDP**	☐	**YTS**	☐	**YSEF**	☐	**PT**	☐
CLAIM PERIOD	**Q1**	☐	**Q2**	☐	**Q3**	☐	**Q4**	☐

BUDGETED CATEGORY	BUDGETED AMOUNT	EXPENDED THIS PERIOD	TOTAL EXPENSES TO DATE	BALANCE REMAINING
ADMINISTRATIVE COSTS				$0.00
SALARIES & WAGES				$0.00
FRINGE BENEFITS				$0.00
CONTRACTED SERVICES				$0.00
MAINTENANCE & OPERATIONS				$0.00
FACILITY REPAIRS/RENT				$0.00
TOTALS	$ -	$ -	$ -	$ -

TOTAL CLAIM $ -

PREPARED BY

PRINT NAME — TELEPHONE NUMBER

PRINT TITLE — DATE

CERTIFICATION

I certify that the above information is just, true, and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the

Signature:

Budget Amendments

- Your budget is included in your contract because it is part of your agreement with Erie County.
- Your budget is expected to match your claimed amount for reimbursement as well as your Appendix A Program Summary.
  - For example, you cannot have a budget of $10,000 in program staff in your budget but then claim reimbursement for $10,000 in Contracted Services instead.
- If you anticipate that expenses may change in one or more categories, you must request that your budget is amended **before your claim is submitted**.
- The Budget Amendment form is on our website under Forms and Resources. It has been updated.
- If you submit an amendment and it is approved, you must provide the **amended budget figures** on your expenditure summary sheet with your claim. You essentially have a new budget at that point.
- You may email the form.



ERIE COUNTY YOUTH BUREAU

REQUEST FOR BUDGET AMENDMENT

DATE								
AMENDMENT NUMBER	1	☐	2	☐				
AGENCY/MUNICIPALITY								
PROGRAM NAME								
FUND TYPE	YDP	☐	YTS	☐	YSEF	☐	PT	☐

	Original Budget	Decrease	Increase	New Budget
Administrative Costs				
Personal Services				
Fringes				
Contracted Services				
Maintenance and Operation				
Facility Repairs or Rent				

Please provide justification for the requested amendment, and, if appropriate, description of changes in the program or budget detail which will result, including new salary titles or payment rates

ERIE COUNTY YOUTH BUREAU REIMBURSEMENT CLAIM

PROGRAM EXPENDITURE SUMMARY

AGENCY/MUNICIPALITY								
PROGRAM NAME								
FUND TYPE	YDP	☐	YTS	☐	YSEF	☐	PT	☐
CLAIM PERIOD	Q1	☐	Q2	☐	Q3	☐	Q4	☐

BUDGETED CATEGORY	BUDGETED AMOUNT	EXPENDED THIS PERIOD	TOTAL EXPENSES TO DATE	BALANCE REMAINING
ADMINISTRATIVE COSTS				$0.00
SALARIES & WAGES				$0.00
FRINGE BENEFITS				$0.00
CONTRACTED SERVICES				$0.00
MAINTENANCE & OPERATIONS				$0.00
FACILITY REPAIRS/RENT				$0.00
TOTALS	$ -	$ -	$ -	$ -

TOTAL CLAIM $ -

PREPARED BY

PRINT NAME TELEPHONE NUMBER

PRINT TITLE DATE

CERTIFICATION

I certify that the above information is just, true, and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the

Signature:

Claiming Requirements

Documentation!
All supporting documentation showing invoice and payment must show name of grantee not an individual or other entity.

Invoice, receipt, proof of payment for each expense.

If an employee purchases an item for a program (which is strongly discouraged), you must provide an invoice from the employee, a receipt for purchase, and all documentation showing that the employee was reimbursed.

If you have admin staff who also work as program staff and you wish to claim them in both categories you must provide documentation explaining percentage of time spent in each role (ideally on your budget).

Double check that every item being claimed has associated documentation enclosed before submitting! Incomplete claims will not be processed and this will delay payment.

Ineligible Expenses
Review ineligible expenses prior to submitting claim. Some items have changed – if you are unsure simply email us. For example, snacks and water for youth participants, low-cost uniforms and t-shirts and youth stipends are now allowable.

Budget

Claims must match your budget. Two (2) budget amendments are allowed in one year. Update your budget after each approved amendment.

Claiming Procedure

Claim may be emailed or mailed.

Forms will be available on our website. There will be a new form for ADMIN available!

If emailed, the claim forms should be emailed in one file and the backup documentation should e-mailed in a second single PDF file.

JPEGS/photos are not accepted.

If using your phone to create backup documentation, use GeniusScan or other app to create PDFs. County computers will not download photos as the files are too big.

If your claim is incomplete, we will contact you. Please ensure you respond in a timely manner as often we only need minor corrections or documentation in order to process your claim.

Review of Claim Forms



Agency/Municipality	Life is Good, Inc.	Program Year	2026-27
Program Title	Kate's Camping Adventure		

Administrative Costs (request cannot exceed 15% of program costs)

Expense (Ex: Executive Director, Internet, Phone, Etc.)	*Total Cost*	*Funds Requested*
Executive Director	$65,000.00	$2,500.00
Executive Director fringe	$30,000.00	$625.00
Total Administrative Costs	$95,000.00	$3,125.00

Personnel Services *(program-related only - list admin below)*

Position Title	Rate of Pay	Basis (H,W,BW,SM	Total Cost	Funds Requested
Camping Instructor 1	50	h	$50,000.00	
Camping Instructor 1	50	h	$50,000.00	
Camping Instructor 1	50	h	$50,000.00	
Total Salaries and Wages			$150,000.00	$30,000.00
Fringe Benefits (request not to exceed 25% of salaries)				$7,500.00
Total Personnel Services			$150,000.00	$37,500.00

Contracted Services and Stipends

Type of Service or Consultant Title	Rate of Pay	Basis (S,M,HR)	Total Cost	Funds Requested
Medical Director Service	25000	annual	$25,000.00	$5,000.00
Total Contracted Services			$25,000.00	$5,000.00

Maintenance and Operation

Expense	Total Cost	Funds Requested
Camping supplies	$15,000.00	$2,500.00
Total Maintenance and Operation	$15,000.00	$2,500.00

Facility Repairs and/or Rentals

Address	Rent or Repair?	Total Cost	Funds Requested
Total Facility Repairs or Rentals		$0.00	$0.00
TOTAL COST OF PRO		$285,000.00	
		FUNDS REQUESTE	$48,125.00

Other Funding Sources for Program

Funding Source	Program Funding
NYS Parks	*150000*
Total Other Funding	**150000**

ERIE COUNTY YOUTH BUREAU REIMBURSEMENT CLAIM

PROGRAM EXPENDITURE SUMMARY

AGENCY/MUNICIPALITY	Life is Good, Inc.
PROGRAM NAME	Kate's Camping Adventure

FUND TYPE	**YDP**	☐	**YTS**	☐	**YSEF**	☑	**PT**	☐
CLAIM PERIOD	**Q1**	☑	**Q2**	☐	**Q3**	☐	**Q4**	☐

BUDGETED CATEGORY	BUDGETED AMOUNT	EXPENDED THIS PERIOD	TOTAL EXPENSES TO DATE	BALANCE REMAINING
ADMINISTRATIVE COSTS	$3,125.00	$3,125.00	$0.00	$0.00
SALARIES & WAGES	$30,000.00	$7,500.00	$0.00	$22,500.00
FRINGE BENEFITS	$7,500.00	$1,875.00	$0.00	$5,625.00
CONTRACTED SERVICES	$5,000.00	$5,000.00	$0.00	$0.00
MAINTENANCE & OPERATIONS	$2,500.00	$1,320.00	$0.00	$1,180.00
FACILITY REPAIRS/RENT	$0.00	$0.00	$0.00	$0.00
TOTALS	$ 48,125.00	$ 18,820.00	$ -	$ 29,305.00

TOTAL CLAIM $ **18,820.00**

PREPARED BY

PRINT NAME | **TELEPHONE NUMBER**

PRINT TITLE | DATE

ERIE COUNTY YOUTH BUREAU REIMBURSEMENT CLAIM

PROGRAM EXPENDITURE SUMMARY

AGENCY/MUNICIPALITY	Life is Good, Inc.
PROGRAM NAME	Kate's Camping Adventure

FUND TYPE	YDP	☐	YTS	☐	YSEF	☑	PT	☐
CLAIM PERIOD	Q1	☑	Q2	☐	Q3	☐	Q4	☐

BUDGETED CATEGORY	BUDGETED AMOUNT	EXPENDED THIS PERIOD	TOTAL EXPENSES TO DATE	BALANCE REMAINING	
ADMINISTRATIVE COSTS	$3,125.00	$3,125.00	$0.00	$0.00	Include employee name, payroll records, proof of payment for salary and fringe payments (if applicable) for this total on ADMIN sheet
SALARIES & WAGES	$30,000.00	$7,500.00	$0.00	$22,500.00	Include employee name(s), payroll records, proof of payment for this amount on Personnel Services sheet
FRINGE BENEFITS	$7,500.00	$1,875.00	$0.00	$5,625.00	Include payroll reports that show fringe expenses associated with above salaries.
CONTRACTED SERVICES	$5,000.00	$5,000.00	$0.00	$0.00	Include invoice, receipt, proof of payment and copy of the agreement.
MAINTENANCE & OPERATIONS	$2,500.00	$1,320.00	$0.00	$1,180.00	Include invoice, receipt and proof of payment.
FACILITY REPAIRS/RENT	$0.00	$0.00	$0.00	$0.00	Include invoice, receipt and proof of payment. Facility Repairs not allowed in all grants.
TOTALS	$ 48,125.00	$ 18,820.00	$ -	$ 29,305.00	

TOTAL CLAIM	$ 18,820.00

PREPARED BY

PRINT NAME | TELEPHONE NUMBER

PRINT TITLE | DATE

ERIE COUNTY YOUTH BUREAU

REQUEST FOR BUDGET AMENDMENT

DATE	11/12/2026							
AMENDMENT NUMBER	1	☑	2	☐				
AGENCY/MUNICIPALITY	Life is Good, Inc.							
PROGRAM NAME	Kate's Camping Adventure							
FUND TYPE	YDP	☐	YTS	☐	YSEF	☑	PT	☐

	Original Budget	Decrease	Increase	New Budget
Administrative Costs	$3,125.00	$0.00	$0.00	$3,125.00
Personal Services	$30,000.00	$0.00	$5,000.00	$35,000.00
Fringes	$7,500.00	$0.00	$1,250.00	$8,750.00
Contracted Services	$5,000.00	$5,000.00	$0.00	$0.00
Maintenance and Operation	$2,500.00	$0.00	$0.00	$2,500.00
Facility Repairs or Rent	$0.00	$0.00	$0.00	$0.00

ERIE COUNTY YOUTH BUREAU REIMBURSEMENT CLAIM

PROGRAM EXPENDITURE SUMMARY

AGENCY/MUNICIPALITY	Life is Good, Inc.							
PROGRAM NAME	Kate's Camping Adventure							
FUND TYPE	YDP	☐	YTS	☐	YSEF	☑	PT	☐
CLAIM PERIOD	Q1	☑	Q2	☐	Q3	☐	Q4	☐

BUDGETED CATEGORY	BUDGETED AMOUNT	EXPENDED THIS PERIOD	TOTAL EXPENSES TO DATE	BALANCE REMAINING
ADMINISTRATIVE COSTS	$3,125.00	$3,125.00	$0.00	$0.00
SALARIES & WAGES	$35,000.00	$8,750.00	$0.00	$26,250.00
FRINGE BENEFITS	$8,750.00	$2,187.50	$0.00	$6,562.50
CONTRACTED SERVICES	$0.00	$0.00	$0.00	$0.00
MAINTENANCE & OPERATIONS	$2,500.00	$1,320.00	$0.00	$1,180.00
FACILITY REPAIRS/RENT	$0.00	$0.00	$0.00	$0.00
TOTALS	$ 49,375.00	$ 15,382.50	$ -	$ 33,992.50

TOTAL CLAIM	$ 15,382.50

Individual Forms – Review

Payment Timeline

- Expect payment approximately 30 days from when we complete review and submit for payment.
- Any missing information or documentation will delay your payment!
- It is strongly encouraged that you set up electronic payment from Erie County. If you are interested in this please email Jennifer.Longo@Erie.Gov a written request on letterhead with signature. The Comptroller's Office will follow-up with you with instructions and forms.



Q & A

How to handle audience questions effectively