



DEPARTMENT OF STATE
DIVISION OF
COMMUNITY SERVICES/CSBG

Andrew M. Cuomo, Governor
Rossana Rosado, Secretary of State

Holiday Greetings

As we celebrate this holiday season, it is a good time to pause and reflect on the many gifts we share as a loving and giving community. During this past year, hundreds - if not thousands - of individuals have received the gift of hope through compassionate helping hands of so many dedicated staff members and volunteers who make the Community Services Block Grant (CSBG) such an essential resource for people in need. On any given day miracles happen and relief replaces desperation. Guidance gives direction to those who feel lost due to poverty and circumstances beyond their control. On behalf of my colleagues at the New York State Department of State's Division of Community Services, thank you for all you do to bring light and happiness to those we serve. May this be a joyous and memorable holiday season for you and your family and may you all enjoy a healthy and happy New Year.

Manuel A. Rosa
Director, Division of Community Services

Annual Report Update

NASCSP has **opened access for CAAs to submit Module 3 early for preliminary review**. This review is available to help ensure that the data submitted to OCS will be in an acceptable format and not rejected once the 2018 Annual Report is fully submitted by each state.

Instructions for Module 3 Early Submission:

1. Please complete the Module 3 (MS Excel) File. Can be found on the NASCSP [website](#)
2. Go to: <https://nascsp.org/module3review/> (password: Mod3Review2019) to upload your completed Module 3 file.
3. Deadline for early submission of Module 3: **December 28, 2018.**
 - Please be sure to add dos.sm.DCS.InetInfo@dos.ny.gov under "Would you like the Pre-review notification email sent to additional people?"

If you have any questions, please send email to dos.sm.DCS.InetInfo@dos.ny.gov

NYSCAA APR Webinar: On Wednesday, December 19th, NYSCAA provided an overview of the APR submission process. To access the webinar recording and slides visit:

<https://ams.nyscommunityaction.org/Webinars-2018/>

Welcome Sayla and LaShawn

Sayla Eisner-Mix, Community Services Program Analyst 1



Sayla Eisner-Mix comes to DOS with a background in community outreach and asset development. In her position as Community Programs Coordinator at Self-Help Federal Credit Union in Oakland, CA, she designed and implemented a community financial education program that included VITA and one-on-one credit coaching. She supported the work through grant writing, including CSBG funding. Upon returning to upstate NY two years ago, she became the School Banking Coordinator at First New York Federal Credit Union, encouraging elementary students to start saving early by rewarding them with prizes and movie tickets.

Sayla grew up in the Schoharie Valley and holds a Bachelor's in Geography from SUNY Oneonta. She enjoys being close enough to visit with her extended family on a weekly basis, serving as sous chef to her fiancée, and tending to her indoor plant collection.

LaShawn Chinn, Community Services Program Analyst 1



LaShawn Chinn, of Buffalo, NY, holds a Bachelor's Degree in Business Management and a Master's in Public Administration. Her experience includes: retail management, customer service/sales within the banking industry, former member/officer of a not-for-profit organizations' Board of Directors, and 11 years in government work at the county level. Recognitions received are: SUNY at Buffalo Educational Opportunity Center's Distinguished Alumni Award, Erie County Social Services Elaine Paige Award (given to an employee for community service work) and Hilbert College's Outstanding

Research Award for her project, "Needs Assessment for a WNY Diaper Bank". As a lifelong learner, her training interests include: self-improvement, community development, anti-bullying, Diversity & Inclusion. LaShawn enjoys spending time with her family, listening to a variety of music, dancing, theater, NASCAR, watching comedies, short trips, board games and being an active member of both "Sigma Gamma Rho Sorority" and "Order of the Eastern Star Prince Hall Affiliation".

ACROS Submission Reminder

The 2019 ACROS Self-Assessment Tool was released and tips were provided for you to review as you prepare documentation. The **ACROS is due to your assigned Program Analyst by Thursday, January 31st** at 5:00 pm.

REMINDER: ACROS Electronic Submissions/Links

DOS can now accept CDs or DVDs that contain scanned ACROS files. Please contact your Program Analyst directly if you wish to use an alternative device. NOTE: DOS Staff are no longer authorized to access third-party sites (i.e. Dropbox, Google Docs, etc.) to download documents.

PLEASE REMEMBER TO **SCAN SECTION/CATEGORY 8 SEPARATE** FROM ALL OTHER SECTIONS.