

CWSSI Plan Submission to the Division of Budget:

Plans approved as part of the County-wide Shared Services Initiative (CWSSI) must be transmitted to the New York State Division of the Budget. Plans should be submitted by September 15, 2017 (for Plans finalized in 2017) or September 15, 2018 (for Plans finalized in 2018). The Shared Services Law also requires that the Plan be submitted with a summary cover sheet and a signed certification of savings, as illustrated in Appendix A of the guidance document available from the Department of State (<https://www.dos.ny.gov/lg/pdf/CWSSI.GuidanceDoc.pdf>).

Finalized plans, including the required Plan summary and signed certification, should be emailed to the Division of the Budget at: CWSSIPlanSubmission@budget.ny.gov. An email confirming receipt of the plan will be sent by the end of the next business day. If you do not receive this confirmation, please email CWSSIPlanSubmission@budget.ny.gov and someone will assist you with your plan submission.

For additional information on the Initiative, including guidance and FAQs, please visit https://www.dos.ny.gov/lg/countywide_services.html. To contact the Department of State for questions or assistance related to Plan content, please use the following email: countywidesharedservices@dos.ny.gov