

**New York State Department of Health
Enriched Housing Operating Assistance Program
State Fiscal Year 2021-22
Instructions for Submission of Roster of Eligible Residents**

The Excel spreadsheet, Roster of Eligible Residents for the Enriched Housing Operating Assistance Subsidy (Enclosure #3) must be **typed, printed, reviewed, signed and submitted monthly, by the last calendar day, to lxr14 and gdc02 via the Secure File Transfer (SFT) application in the Health Commerce System.**

The roster details the eligible residents' names and their Medicaid (MA) identification (ID) numbers. Instructions for completion and electronic submission of the roster to the Department are embedded in the spreadsheet.

For use of SFT, please refer to the Quick Reference Guide on the Health Commerce System at **"Home" → "All Applications" → "S" → "Secure File Transfer."** The Quick Reference Guide is at the bottom of the page.

Questions may be directed to acfFinRpt@health.ny.gov.