



State of New York
Supreme Court, Appellate Division
Third Judicial Department
Office of Attorneys for Children
286 Washington Avenue Extension
Suite 202
Albany, NY 12203

Robert D. Mayberger
Clerk of the Court

(518) 471-4825
Fax: (518) 471-4757
<http://www.nycourts.gov/ad3/oac>
ad3oac@nycourts.gov

Betsy R. Ruslander
Director

MEMORANDUM

To: AFC Panel Member
From: Betsy R. Ruslander
Re: Access to AFC Voucher Information

Information on AFC voucher payment is available to you, directly, through SFS, the Statewide Financial System. The website is www.sfs.ny.gov. If you do not have a User ID and Password to log in, you must request that from the SFS Helpdesk, which can be contacted by phone at (518) 457-7177 or (855) 233-8363, or by email at helpdesk@sfs.ny.gov. You may need your Vendor ID number to request the User ID and Password login. Once the User ID and Password are obtained, you may go to the Vendor Portal on the website to check for payment information, using the SFS Document Number that is located in the box at the top right hand corner of the voucher. Please note that every SFS Document Number begins with the letter "A" and should not be confused with the e-voucher Document Id, which is located just above the SFS Document Number.

If you have any further questions about the billing rules, or other elements of the program, please do not hesitate to contact me.