



Procedure for Continuous Giving

Effective September 1, 2022

Effective July 18, 2022; Title 9 Executive Department, Subtitle G Office of General Services, Chapter VI Miscellaneous, Subchapter A, General Rules Part 355 Charitable contributions through the State Employees Federated Appeal (SEFA), allow for continuous giving. This is an effort to promote efficiency and reduce the costs of payroll processing on a statewide level.

Online & Paper Pledge Forms

In accordance with State Finance Law Section 201, donor's written authorization for all payroll deductions, continuous giving, and year-round pledging through SEFA is required. NY SEFA's Statewide Campaign Manager's office will meet this requirement by ensuring all donations are entered/uploaded into the online giving platform by each regional coordinator. It is recommended that changes to the online giving platform are made within two weeks of receipt. All paper pledge forms will continue to be in triplicate – one copy to the appropriate payroll department, second copy to the appropriate area Federated Community Campaign Manager (FCCM), and the third copy to be retained by the donor. All paper pledge forms will be retained by the area FCCM for (3) three completed campaign cycles following either a withdrawn pledge by the employee or the employee separates from NYS employment. Copies of pledge cards are to be made available to the NY SEFA Council upon request.

Withdrawal of/or Changes of Pledges

All pledges will remain in effect until either the employee's last day on payroll or they are withdrawn/changed by the NYS employee. All withdrawal/change requests can be completed through the SEFANY.org website or by submitting a new paper pledge card. One copy of the pledge card will be submitted to the NYS employee's payroll department and the second copy will be submitted to the area FCCM, who is responsible for making the change on the giving platform. The third copy is to be retained by the NYS employee. It is recommended that changes to the online giving platform are made within two weeks of receipt. If a donor leaves NYS employment, their payroll deduction authorization will expire on their final payroll date.



Designations to a non-participating agency

Participation in the NY SEFA Campaign is completely voluntary, and gifts will be made to the agency or agencies designated by the state employee. If an employee designates an agency that is not currently participating (not listed in the NY SEFA Book of Approved Charities), the NY SEFA's Statewide Campaign Manager's office will notify the area FCCM. The area FCCM will then contact the SEFA Employee Coordinator (ECM) at the appropriate workplace, who will contact the employee to get updated designation information. This can be completed on the SEFANYS.org website or with the required paper form. It is recommended that this process is completed as soon as possible.

If the employee fails to update their designations to a participating charity or charities, the funds will be distributed in accordance with section 335.9(a), will be equally divided among the remaining charities that the donor has designated.

Area FCCM's are responsible to report any closures of participating agencies listed in the NY SEFA Book of Approved Charities. The NY SEFA's Statewide Campaign Manager's office will pull the designation report out of the giving platform and notify all the areas who have donors with designations to the closed agency.