



**George E. Pataki**  
*Governor*

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**Brian J. Wing**  
*Commissioner*

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	01 LCM 7
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Transitional Supports and Policy
<b>Date:</b>	June 27, 2001
<b>Subject:</b>	Modifying an Approved TANF Services Plan
<b>Contact Person(s):</b>	Bureau of Transitional Programs Liaison at (518) 473-1179
<b>Attachments:</b>	TANF Services Plan Modification Request Form Letter
<b>Attachment Available On – Line:</b>	Yes

### Section 2

#### I. Purpose

The purpose of this release is to provide local social services districts with interim instructions for requesting a modification to an approved TANF Services Plan/Project. OTDA staff are in the process of data entering into the TANF Reporting and Control System (TRACS) all approved TANF Services Plans. TRACS will eventually be the vehicle for the submission and approval of all modification requests. Districts will be notified in writing when the TRACS modification request/approval function is available to local district staff.

An approved TANF Services Plan/Project may be modified in accordance with the following Office of Temporary and Disability Assistance (OTDA) guidelines for submission, review and approval.

Modification requests can be submitted to OTDA to add a new project to an approved plan, to terminate/delete an approved project from an approved plan, and/or to change **any** aspect, e.g., the service delivery design, the project's budget, the number to be served, etc., of an approved project of an approved plan.

#### **MODIFICATION GUIDELINES:**

- **Adding** a new project will require the submission of a **new** program template, budget workbook, project list and summary matrix.
- **Changes** to any aspect of an approved project will require the submission of a short/concise narrative describing the requested change. Depending upon the specifics of the change, a revised program template, budget workbook, and summary matrix should be submitted as an attachment(s) to the descriptive narrative explaining the change request. For example, a request to change an aspect of a project's service design may not impact the project's budget. Thus, it

would be necessary to submit a revised program template with the modification request, but it would not be necessary to submit a revised budget workbook. However, a request to change a project's service design, number to be served, and dollars allocated to the project, would require the submission of a revised program template and budget workbook and summary matrix.

- **Terminating/deleting** an approved project will require a short/concise narrative explaining why the project is being terminated/eliminated, the effective date, the amount of funds, if any, expended on the project, and the proposed use of any unspent funds. A revised project list, summary matrix, and budget workbook must accompany the required narrative.
- A single modification request may include one or all of the above scenarios. For example, the district may want to terminate/eliminate an approved project and use some of the funds allocated to that project to support a new project and some of the funds to increase the number to be served in another approved project. In this scenario, the required narrative would explain why the one project is being terminated. A new program template and budget worksheet would be required for the project to be added, and a revised program template and budget workbook would be required for the project receiving additional funding. As projects are being terminated/eliminated and added, a revised project list and summary matrix would also be required.

#### **REFERENCES/REMINDERS:**

- Please refer to your copy of the **TANF Services Planning Guide** for 1/1/01 –12/31/01 which was distributed by OTDA at regional training sessions in July 2000. Also, refer to 00 LCM-16, **Questions and Answers from the Regional Forums**, or call your DTSP liaison if you have any questions.
- For Block Grant Projects, individual projects may exceed the Federal 15% administrative ceiling, but in aggregate, all projects must be at or below the Federal 15% limit.
- Any rollover BILT funding must be spent on TANF **recipients**.
- Drug and Alcohol (D/A) and Domestic Violence/Family Violence Option (DV) allocations cannot be shifted to any other projects. However, Block Grant money can be use for both D/A and DV.
- TANF services funding may not be used for assistance payments, child care, transportation, medical services or capital expenditures.

When submitting a modification request, we recommend that the attached form letter be used as the district's cover letter. Modification requests should be mailed to:

Shari Noonan  
Deputy Commissioner  
Division of Transitional Supports and Policy  
40 North Pearl Street, 9<sup>th</sup> Floor  
Albany, New York 12243

Those districts with e-mail capability must also submit their modified documents electronically in Microsoft Word, through Outlook, to Shari Noonan, attention Maureen Frisbee, or through the Internet at [maureen.frisbee@dfa.state.ny.us](mailto:maureen.frisbee@dfa.state.ny.us). Districts proposing a modification that will impact the TANF Services Plan budget must also submit a new EXCEL budget workbook through Outlook.

It is anticipated that the State review and approval process should be completed within 30 days of the receipt of a modification request. Please note that any extraordinary program or fiscal changes may affect this anticipated review timeframe.

If you have any questions regarding the modification process, please contact the Division of Transitional Supports and Policy at (518) 473-1179.

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Shari Noonan  
Deputy Commissioner  
Division of Transitional Supports and Policy

**TANF Services Plan Modification Request Form Letter**

**Dear Deputy Commissioner Noonan:**

**Please accept this request to modify our local district's TANF Services Plan.**

**Should this request include a modification to a Drug and Alcohol and/or Domestic Violence project, please be assured that:**

**By virtue of this modification submission, I certify that the assurances contained in the project description(s) are being met by this County. Furthermore, I am providing assurance that this County is in conformance with the standards outlined in Appendix C (Developing Your TANF Services Plan Budget).**

**Additionally, if this modification request includes a new provider, we assure that the provider will submit a cost allocation attestation and descriptions of cost allocation methodologies and that we will forward such form to your Office.**

**Attached please find copies of the appropriate documents which have been prepared and submitted per OTDA guidelines:**

- TANF Services Plan Project List**
- Program Template**
- Budget Workbook**
- TANF Services Plan – Summary Matrix**

**In addition, a concise narrative which indicates the reason for any changes, the effective date, the amount of the project(s)' allocation which was expended (if any) and our intention of allocating the remainder with any other project(s) is included.**

**I have also e-mailed the above modified documents electronically in Microsoft Word, through Outlook/Excel, to you at [maureen.frisbee@dfa.state.ny.us](mailto:maureen.frisbee@dfa.state.ny.us).**

**Please contact \_\_\_\_\_ at phone number \_\_\_\_\_ if you have any questions or concerns regarding this matter.**

**Sincerely,**

**Commissioner**

**Attachments**

## **II. Background**

NONE

## **III. Program Implications**

NONE

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### **Issued By**

Name: Shari Noonan

Title: Deputy Commissioner

Division/Office: Transitional Supports and Policy