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Local Commissioners Memorandum

Transmittal:	04-OCFS-LCM-11
To:	Local District Commissioners
Issuing Division/Office:	Strategic Planning and Policy Development and Administration/Budget Management
Date:	September 30, 2004
Subject:	Federal Fiscal Year 2003-2004 Independent Living Allocations
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Attachments:	Attachment A: District Allocations: Chafee Foster Care Independence Program 2003-2004 Funds
Attachment Available On - Line:	Yes

I. Purpose

The purpose of this memorandum is to transmit to social services districts the Chafee Foster Care Independence Program (CFCIP) allocations from the Federal Fiscal Year (FFY) 2003-2004 funds. The allocations contained in Attachment A to this memorandum may be used for Independent Living (IL) services expenditures made beginning October 1, 2003, up to the amount of the allocation and subject to a twenty percent (20%) state/local match requirement. Only claims received by March 31, 2005, may be applied against the FFY 2003-2004 allocation, including expenditures made after September 30, 2004. Unclaimed allocation amounts will be re-distributed to other districts that have claims in excess of the allocation, which will provide the means by which New York State can maximize its use of funds available under this federal funding stream. Claims received after March 31, 2005, for FFY 2004-2005 services expenditures will be claimed against the FFY 2004-2005 allocation.

This memorandum also describes the methodology for the 2003-2004 allocations.

Local social services districts are advised that districts must be in compliance with all provisions set forth in 02 OCFS LCM-05 issued on February 28, 2002, including the assurances made to the U.S. Department of Health and Human Services listed in Attachment B of that memorandum, to be eligible for reimbursement from CFCIP funds.

II. Allocation Methodology

The FFY 2003-2004 allocation for distribution to social services districts represents 97 percent of the total federal allocation to New York State, resulting in an allocation to districts of \$11,214,129. The remainder is being reserved by the Office of Children and Family Services (OCFS) for two purposes: (1) to support IL services for youth in direct care in OCFS-operated facilities and rehabilitative services programs; and (2) to support OCFS activities related to the Chafee Foster Care Independence Act, including planning for the implementation of the data collection requirements that will occur in the near future. Districts are required to meet the IL services needs of otherwise eligible youth in OCFS custody placed in authorized voluntary agencies in the same manner and under the same criteria as youth in the custody of the commissioner of social services. The Chafee Foster Care Independence Act requires the U.S. Department of Health and Human Services to establish a national performance assessment system to evaluate the IL Program. Nationwide implementation is expected in the near future.

The allocation methodology for the FFY 2003-2004 CFCIP allocations to social services districts is comprised of two parts. The allocation methodology takes into consideration the potential IL population and IL expenditures. Half of the available funds are allocated to districts based on each social services district's potential IL population, which is defined as youth 14 to 21 years of age in care on September 30, 2003. Each local district is allocated an amount equal to its proportion of the potential IL eligible population in relation to the total statewide potential IL eligible population. The remaining half of the allocation is based on each social services district's proportion of the total statewide IL claims received by March 31, 2004, applied against the FFY 2002-2003 allocations, including expenditures made after September 30, 2003. Each local district is allocated an amount equal to its proportion of the historical claims. The two parts are then added together to get each social services district's Federal Fiscal Year 2003-2004 total CFCIP allocation, which appears in the allocations table in Attachment A.

This approach affords the greatest degree of stability to districts across program years, balancing population size with intensity of programming.

Any IL claims that exceed a district's Chafee IL allocation are subject to 65% state reimbursement. Therefore, it is important that local social services districts submit all claims for the 2003-2004 CFCIP funds.

III. Claiming

Chafee Foster Care Independence Program expenditures are claimed on the RF-4, "Independent Living Program for Foster Care Children" (LDSS-3871). Refer to the Fiscal Reference Manual, Volume 2, Chapter 3 for instructions on completing the RF-4 claim.

Chafee Foster Care Independence Program funds are available to provide reimbursement of 80 percent of social services districts expenditures, up to the amount of the allocation. Districts may meet the 20 percent match for expenditures claimed under the Chafee Foster Care Independence Program by use of in-kind and donated funds as described in 00 OCFS LCM-32, Federal Fiscal Year 1999-2000 Independent Living Allocations.

For expenditures exceeding the district's Chafee Foster Care Independence Program allocation, social services expenditures are eligible for 65 percent state reimbursement pursuant to Chapters 53 and 411 of the Laws of 2004 and section 153-k(1) of the Social Services Law. Any donated funds or in-kind services that are a part of those expenditures and claimed for 65 percent state reimbursement are subject to special rules (refer to 02 OCFS LCM-05, Section V, and 02 OCFS LCM-20).

Direct Charges

Effective July 1, 2003, the IL Program category was removed from the Schedule D-2 "Allocation for Claiming General Services Administration Expenditures" (LDSS-2347-B). District spending for IL services is now accounted for outside of the State Services Random Moment Study and not subject to the cost allocation formula. In other words, local social services districts may claim expenditures for independent living services that are directly provided by the local district staff to program recipients. These services are: academic support services, vocational training, independent living skills, and/or after care services. These expenditures should be claimed on Schedule D as an F30 function. From the F30 Category, the local districts should report these expenditures in the proper category of service on the Schedule RF-4.

Administrative costs related to Independent Living cases are considered regular foster care administration (Title IV-E or Non-Title IV-E eligible). Therefore, there should be no costs reported on the administrative or A-87 costs lines on the Schedule RF-4.

Nancy W. Martinez s/s

Issued By:

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Title: Director

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Susan A. Costello s/s

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Name: Susan A. Costello

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ATTACHMENT A

DISTRICT ALLOCATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP) FUNDS
10/1/03 to 9/30/04

District	Allocation	District	Allocation
Albany	107,462	Orange	120,583
Allegany	29,047	Orleans	6,601
Broome	93,653	Oswego	46,766
Cattaraugus	39,304	Otsego	17,689
Cayuga	31,691	Putnam	8,205
Chautauqua	40,414	Rensselaer	37,819
Chemung	75,801	Rockland	91,300
Chenango	13,460	St. Lawrence	33,986
Clinton	19,346	Saratoga	35,784
Columbia	36,069	Schenectady	78,092
Cortland	29,072	Schoharie	10,160
Delaware	78,531	Schuyler	4,482
Dutchess	89,239	Seneca	6,472
Erie	335,105	Steuben	60,005
Essex	6,658	Suffolk	256,588
Franklin	22,028	Sullivan	30,686
Fulton	18,714	Tioga	10,131
Genesee	19,920	Tompkins	20,862
Greene	13,909	Ulster	125,752
Hamilton	437	Warren	20,933
Herkimer	31,215	Washington	9,726
Jefferson	24,960	Wayne	11,612
Lewis	5,642	Westchester	303,839
Livingston	10,786	Wyoming	16,502
Madison	26,951	Yates	9,141
Monroe	261,864	St. Regis Mohawk	874
Montgomery	9,700		
Nassau	191,527	Upstate Totals	3,343,379
Niagara	45,019		
Oneida	120,607	New York City	7,870,750
Onondaga	124,966		
Ontario	15,692	Statewide Totals	11,214,129