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Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
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John A. Johnson
Commissioner

Local Commissioners Memorandum

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| Transmittal: | 04-OCFS-LCM-19 Revised |
| To: | Local District Commissioners |
| Issuing Division/Office: | Strategic Planning and Policy Development |
| Date: | November 26, 2004 |
| Subject: | SFY 2004-05 TANF Prevention of Detention Placements and PINS Age 16-17 Services |
| Contact Person(s): | See Page 4 |
| Attachments: | SFY 2004-05 Preliminary Allocations |
| Attachment Available On – Line: | Yes |

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts (LDSS) of \$5,950,000 in Temporary Assistance for Needy Families (TANF) funding authorized by Chapter 53 of the Laws of 2004 to provide services to Persons in Need of Supervision (PINS) age 16-17 and for the prevention and/or reduction of detention placements for Juvenile Delinquents (JDs) and PINS. Preliminary allocations to local social services districts are provided in this LCM.

II. Allocations

For SFY 2004-05, the Office of Children and Family Services (OCFS) is allocating \$5,950,000 to local social services districts for services, without State or local financial participation, to avoid or reduce detention for JDs and PINS (of any age) and for services to PINS 16 to 17 years of age. The funds must be used either to continue programs initiated in prior years with this funding or for new or expanded services and expenses. Allowable services include, but are not limited to:

- Substance abuse and mental health counseling;
- To divert youth at risk of placement in detention programs;
- Reduce the length of placement of youth receiving detention services;
- Expenses for local interagency teams to review and recommend alternatives to detention for JDs and PINS;

- Provide preventive and other supportive services to alleged or adjudicated PINS 16 and 17 years of age.

Each LDSS will receive a single allocation, using a formula based on two components: the SFY 2003-04 Preliminary Base Allocation (75 percent) and the SFY 2003-04 Demonstrated Effective Programs Allocation (25 percent). Counties that did not participate in this program during SFY 2003-04 will still receive an allocation, which is based on the SFY 2003-04 preliminary allocation published in 03-OCFS-LCM-21. In addition, an adjustment was made to reduce significant fluctuations in allocations from year-to-year. Thus, each district's allocation is at least 80 percent of their approved allocation in SFY 2003-04. The county-specific preliminary allocations are appended to this Memorandum as Attachment A.

In accordance with Chapter 53 of the Laws of 2004, to access these funds, a local social services district must submit a plan, referred to as a "project description". These allocations are preliminary because local districts submitting approved project descriptions may receive slightly higher allocations if other districts choose not to or are unable to access these funds. Districts are strongly encouraged to make use of programs that have been demonstrated to be effective or have proven to achieve specified outcomes or intended results.

III. Project Description Submission

Each local social services district requesting to access these funds must submit a project description to the Regional Director in the OCFS Division of Development Prevention Services Regional Office. Plans must be submitted and received by January 3, 2005. The project description should briefly describe the following:

- The program modification(s) and/or services to be developed/provided;
- The anticipated target population(s); and
- The anticipated benefit, including the projected achievement of specific outcomes, to the target population(s) as a result of any program modification(s) and services provided. As was the case for the past two years, the outcomes must include an adolescent pregnancy prevention component.

The plan for the use of these funds must contain the signatures of the Commissioner of Social Services and the County Executive or Mayor of the City of New York. Failure to submit a project description by January 3, 2005 may result in the redistribution of the preliminary allocations designated for your district in Attachment A to those districts that submitted project descriptions by that date.

IV. Eligibility Requirements

These TANF-funded services will be provided without regard to the family's income, thereby eliminating the need to determine the family's financial eligibility. Accordingly, all services must be related to TANF Purpose 3 – Reduction of Out-of-Wedlock Pregnancy. Pregnancy prevention may be bolstered in a variety of ways, all of which may be components of these in-home services and intervention strategies. For example, pregnancy prevention can be supported by keeping youth in

school, increasing educational achievement, obtaining or maintaining employment, expanding independent living skills, counseling and building self-esteem. Likewise, the funds reserved for technical assistance to counties will support the selected counties' provision of pregnancy prevention services, consistent with TANF Purpose 3.

Youth and family members served by this allocation must be citizens or qualified immigrants. In cases involving US citizens, an attestation of citizenship is sufficient. However, for cases involving qualified immigrants, documentation of that status must be secured. Districts may refer to the OCFS *Eligibility Manual for Child Welfare Services, Appendix B, "Immigration Status List"* for definitions of qualified immigrants and acceptable documentation.

V. Claiming Instructions

TANF funding provided for the prevention of detention placements and to provide services to PINS age 16-17 is subject to TANF reporting rules for program costs. Expenditures may be for purchase of services (program costs) or for eligible administrative activities, beginning July 1, 2004 and ending June 30, 2005.

All administrative costs incurred by LDSS should be coded to the F-17 function and carried through to the LDSS-3274 form entitled "Schedule D-17 Distribution of Allocated Costs to Other Reimbursable Programs." Administrative expenditures should be reported on the Schedule D-17 in a column labeled "Detention Prevention" on the appropriate lines.

These expenditures will support an LDSS-3922 (Revision date 12/01), "Reimbursement Claim for Special Projects," with "DET PREV" indicated in the project name box. Costs should be reported in either the Non-Administration or the Administration columns depending on the nature of expenditures. Contracts or Memoranda of Understanding (MOU) with private or public entities can be constructed to provide detention prevention services using funds from this allocation. It is possible to pay the contractor or public entity based on the terms of service contained in the contract or MOU without the necessity of entering the served clients into WMS. An acceptable method of cost allocation and other sources of funding will be necessary if the contract includes services for other purposes or populations. If LDSS staff working on this program are less than full-time, they must complete time studies to allocate their costs between the F-17 function and other function(s). LDSSs must be careful not to duplicate other client-specific funding with these funds. Expenditures must be made by June 30, 2005 and must be claimed by August 15, 2005. Unclaimed funds may be reallocated to other LDSSs with eligible claims that exceed their allocation.

The costs of this program are reimbursed at 100 percent Federal share up to the limit of the allocation. Costs in excess of the allocation are eligible for State reimbursement at the rate of 65 percent of costs after any additional Federal reimbursement is received. Costs in excess of the allocation would be reported as Preventive Services costs on either the LDSS-1372 "Schedule G Title XX Services for Recipients" and/or the LDSS-2347-B "Schedule D-2, Allocation for Claiming General Services Expenditures", as applicable. When payments from these funds are made, LDSSs receive a claims listing, showing claims, allocations and payments made. A-87 costs, from the Schedule D-2, are only funded from Federal and local funds. There is no available State funding for A-87 costs.

Because the LDSSs are using TANF funding for program costs for these programs, it is necessary to attach an LDSS-4722, "Local District Report on TANF and TANF MOE Programs," to the LDSS-3922. An LDSS-3922 with program costs must be accompanied by the LDSS-4722 in order to be processed.

Instructions for claiming purchase of services (POS) expenditures can be found in the Fiscal Reference Manual, Volume 2, Chapter 3. Instructions for completing the Schedule D-17 can be found in Fiscal Reference Manual, Volume 3 (Volume 4 for New York City), Chapter 18.

The LDSS must sign the LDSS-3922 certification and submit the LDSS-3922 claim to:

Bureau of Financial Services
Office of Temporary and Disability Assistance
40 North Pearl Street, Claims Unit, 14th Floor, Section A
Albany, New York 12243

VI. Contact Information

Any fiscal questions regarding these allocations should be directed to:

Deborah Hanor, Director, Bureau of Budget Management (518) 474-1361

Questions pertaining to child welfare should be directed to the appropriate Regional Office, Division of Development and Prevention Services:

BRO - Linda Brown (716) 847-3145
User ID: Linda.Brown@dfa.state.ny.us
RRO - Linda Kurtz (585) 238-8201
User ID: Linda.Kurtz@dfa.state.ny.us
SRO - Jack Klump (315) 423-1200
User ID: Jack.Klump@dfa.state.ny.us
ARO - Glenn Humphreys (518) 486-7078
User ID: Glenn.Humphreys@dfa.state.ny.us
YRO - Pat Sheehy (914) 377-2080
User ID: Patricia.Sheehy@dfa.state.ny.us
NYCRO - Fred Levitan (212) 383-1788
User ID: Fred.Levitan@dfa.state.ny.us

Questions pertaining to claiming should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services:

Regions I - IV: Virginia Scala, 518-474-7549; User ID: Virginia.Scala@dfa.state.ny.us
Region V: Michael Borenstein, 631-854-9704, User ID: Michael.Borenstein@dfa.state.ny.us
Region VI: Marian Borenstein, 212-961-8250, User ID: Marian.Borenstein@dfa.state.ny.us

Nancy W. Martinez s/s

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Office of Strategic Planning
and Policy Development

Susan A. Costello s/s

Name: Susan A. Costello

Title: Deputy Commissioner fro Administration

Division/Office: Division of Administration

ATTACHMENT A

**SFY 2004-05 PRELIMINARY TANF FUNDING FOR PINS PREVENTION FOR SIXTEEN
AND SEVENTEEN YEAR OLDS AND DETENTION PREVENTION SERVICES**

| District | Allocation | District | Allocation |
|-----------------|-------------------|------------------|-------------------|
| Albany | 137,799 | Ontario | 50,369 |
| Allegany | 51,023 | Orange | 168,200 |
| Broome | 85,478 | Orleans | 47,732 |
| Cattaraugus | 75,404 | Oswego | 82,854 |
| Cayuga | 33,705 | Otsego | 21,204 |
| Chautauqua | 131,718 | Putnam | 38,558 |
| Chemung | 69,430 | Rensselaer | 38,878 |
| Chenango | 45,869 | Rockland | 81,986 |
| Clinton | 58,227 | St. Lawrence | 82,346 |
| Columbia | 50,159 | Saratoga | 91,561 |
| Cortland | 16,918 | Schenectady | 81,118 |
| Delaware | 22,812 | Schoharie | 38,447 |
| Dutchess | 100,982 | Schuyler | 11,959 |
| Erie | 367,348 | Seneca | 22,763 |
| Essex | 36,622 | Steuben | 81,668 |
| Franklin | 45,957 | Suffolk | 320,936 |
| Fulton | 39,637 | Sullivan | 54,913 |
| Genesee | 45,462 | Tioga | 26,699 |
| Greene | 29,160 | Tompkins | 73,471 |
| Hamilton | 8,849 | Ulster | 81,268 |
| Herkimer | 73,090 | Warren | 35,188 |
| Jefferson | 63,578 | Washington | 41,977 |
| Lewis | 12,470 | Wayne | 74,271 |
| Livingston | 42,318 | Westchester | 127,428 |
| Madison | 26,047 | Wyoming | 52,563 |
| Monroe | 303,319 | Yates | 9,354 |
| Montgomery | 21,431 | | |
| Nassau | 196,359 | Upstate Totals | 4,456,575 |
| Niagara | 86,000 | | |
| Oneida | 78,373 | New York City | 1,493,425 |
| Onondaga | 263,320 | | |
| | | Statewide Totals | 5,950,000 |