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

Local Commissioners Memorandum

Transmittal:	04 OCFS LCM-10
To:	Local District Commissioners
Issuing Division/Office :	Division of Administration Division of Development and Prevention Services
Date:	September 8, 2004
Subject:	Child Care Reserve Fund Subsidy Program Allocations for Federal Fiscal Year 2003-2004
Contact Person(s):	Eileen Mahoney (518)473-0711: E-mail Address EILEENBECS.MAHONEY@DFA.STATE.NY.US
Attachments:	A: Child Care Reserve Fund District Allocations for Federal Fiscal Year 2003-2004
Attachment Available On – Line:	Yes

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocations of subsidy funds under the Child Care Reserve Fund for services provided from October 1, 2003 to September 30, 2004. The total allocation for this period is \$78,000,000.

The Reserve Fund is allocated based on a projection of district expenditures for Federal Fiscal Year (FFY) 2003-2004.

The Office of Children and Family Services reserves the right to reallocate these funds at a later date upon review of FFY 2003-2004 claims. Those districts determined not to have demonstrated a need for their Reserve Fund allocation will have these allocations reallocated.

II. Background

The Reserve Fund enables local social services districts to serve the increased number of recipients making the transition from welfare to self-sufficiency and low-income families needing child care subsidies to remain employed.

III. Program Implications

ACCESS

There are three requirements that must be met for a social services district to access its FFY 2003-2004 Reserve Fund allocation. A social services district may access its FFY 2003-2004 Reserve Fund allocation only after it has fully expended its entire New York State Child Care Block Grant (NYSCCBG) allocation for FFY 2003-2004, including NYSCCBG funds rolled into FFY 2003-2004 from the prior FFY. A district must also have expended local funds for child care to meet its annual maintenance of effort level. Finally, a district must have submitted and received approval from the Office of Children and Family Services (OCFS), an amendment to the district's Annual Plan or Annual Plan Update to the Consolidated Services Plan or Integrated County Plan indicating the amount of the Reserve Fund allocation being requested and the need for and intended use of the funds.

Local districts were issued NYSCCBG allocations for the first half of FFY 2003-2004 as well as annual maintenance of effort levels in 03 OCFS LCM-08. 04 OCFS LCM-09 informed social services districts of their NYSCCBG allocations for the second half of FFY 2003-2004 based on the enacted SFY 2004-2005 State Budget.

ALLOCATION INFORMATION

Attachment A indicates local district Reserve Fund allocations for the October 1, 2003 to September 30, 2004 period totaling \$78,000,000. The factors considered in determining the allocations included a district's level of NYSCCBG subsidy expenditures relative to the district's NYSCCBG allocation, the number of children in need of child care, and the cost of child care.

Claims for the period October 1, 2003 through September 30, 2004 cannot be rolled forward into the next FFY. All claims for the Reserve Fund allocations must be made by March 31, 2005.

Each social services district may expend no more than 5 percent of its Reserve Fund allocation for administrative services. Administrative activities **do not** include the costs of providing direct services such as eligibility determinations and re-determinations; preparation for and participation in judicial hearings; child care placement; the recruitment, licensing, inspection, review and supervision of child care placements; rate setting; resource and referral services; training; and the establishment and maintenance of computerized child care information systems.

REIMBURSEMENT

Claims for expenditures for child care services for families receiving public assistance will be reimbursed from the Reserve Fund at 75 percent, up to the district's Reserve Fund allocation. Claims for expenditures for child care services for all other eligible families will be reimbursed from the Reserve Fund at 100 percent, up to the district's Reserve Fund allocation.

SYSTEMS INFORMATION AND CLAIMING INSTRUCTIONS

The systems procedures for the Reserve Fund are the same as those for the NYSCCBG. Please refer to 03 OCFS LCM-08 and 04 OCFS LCM-09 for detailed information concerning the system information requirements.

ELIGIBLE FAMILIES AND PARENTAL CHOICE

All of the assurances and the requirements of the NYSCCBG, including those concerning families eligible for child care services and parental choice, also apply to this Reserve Fund allocation. Please refer to 18NYCRR Part 415 and the child care section of the district’s approved Consolidated Services Plan (CSP) or Integrated County Plan (ICP) for detailed information concerning these requirements.

CONTACT PERSON

If you have any questions regarding the information contained in this LCM, please contact Eileen Mahoney of the Bureau of Early Childhood Services at (518) 473-0711. Ms. Mahoney also may be contacted via e-mail at EILEENBECS.MAHONEY@DFA.STATE.NY.US.

If you have any fiscal questions, please contact the Bureau of Financial Services:

Regions 1-4 - Virginia Scala at (518) 474-7549;
E-mail address: Virginia.Scala@dfa.state.ny.us

Region 5 - Michael Borenstein at (631) 854-9704;
E-mail address: Michael.Borenstein@dfa.state.ny.us

Region 6 - Marian Borenstein at (212) 383-1735;
E-mail address: Marian.Borenstein@dfa.state.ny.us

If you have WMS/Services questions, please contact Dan McCarthy of the OCFS IT operations at 800-342-3727; E-mail address: Dan.McCarthy@dfa.state.ny.us.

If you have WMS/IM questions, please contact Tully Lenihan of the Office of Temporary and Disability Assistance at (518) 474-8749; E-mail address: Tully.Lenihan@dfa.state.ny.us.

Susan A. Costello s/s

Larry G. Brown s/s

Susan A. Costello
Deputy Commissioner
Division of Administration

Larry G. Brown
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Prevention Services

ATTACHMENT A
NEW YORK STATE CHILD CARE BLOCK GRANT
CHILD CARE RESERVE FUND ALLOCATION
October 1, 2003 – September 30, 2004

DISTRICT	ALLOCATION
Albany	\$1,201,986
Allegany	0
Broome	0
Cattaraugus	\$470,091
Cayuga	\$391,528
Chautauqua	\$762,932
Chemung	\$420,782
Chenango	0
Clinton	\$315,531
Columbia	0
Cortland	0
Delaware	0
Dutchess	0
Erie	\$4,065,499
Essex	0
Franklin	\$258,496
Fulton	\$290,877
Genesee	0
Greene	\$233,157
Hamilton	0
Herkimer	\$342,272
Jefferson	0
Lewis	\$162,146
Livingston	0
Madison	\$282,349
Monroe	0
Montgomery	0
Nassau	\$4,678,794
Niagara	\$894,056

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NEW YORK STATE CHILD CARE BLOCK GRANT
CHILD CARE RESERVE FUND ALLOCATION
October 1, 2003 – September 30, 2004

DISTRICT	ALLOCATION
Oneida	\$1,000,089
Onondaga	\$2,227,242
Ontario	0
Orange	0
Orleans	0
Oswego	0
Otsego	0
Putnam	0
Rensselaer	0
Rockland	\$1,404,011
St. Lawrence	\$572,066
Saratoga	0
Schenectady	\$593,706
Schoharie	0
Schuyler	\$131,281
Seneca	\$196,493
Steuben	\$541,716
Suffolk	\$5,992,883
Sullivan	\$373,016
Tioga	\$289,578
Tompkins	0
Ulster	\$796,778
Warren	0
Washington	0
Wayne	\$460,986
Westchester	0
Wyoming	0
Yates	\$141,487
 New York City	 \$48,518,172
 State Total	 \$78,000,000