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**NEW YORK STATE**  
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Commissioner

### Local Commissioners Memorandum

<b>Transmittal:</b>	05-OCFS-LCM-11
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Strategic Planning and Policy Development and Administration/Budget Management
<b>Date:</b>	August 15, 2005
<b>Subject:</b>	Federal Fiscal Year 2004-2005 Independent Living Allocations
<b>Contact Person(s):</b>	<p>BRO - Linda Brown (716) 847-3145 <a href="mailto:Linda.Brown@ocfs.state.ny.us">Linda.Brown@ocfs.state.ny.us</a></p> <p>RRO - Linda Kurtz (585) 238-8201 <a href="mailto:Linda.Kurtz@ocfs.state.ny.us">Linda.Kurtz@ocfs.state.ny.us</a></p> <p>SRO - Jack Klump (315) 423-1200 <a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a></p> <p>ARO – Glenn Humphreys (518) 486-7078 <a href="mailto:Glenn.Humphreys@ocfs.state.ny.us">Glenn.Humphreys@ocfs.state.ny.us</a></p> <p>YRO - Pat Sheehy (914) 377-2080 <a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a></p> <p>NYCRO - Fred Levitan (212) 383-1788 <a href="mailto:Fred.Levitan@ocfs.state.ny.us">Fred.Levitan@ocfs.state.ny.us</a></p> <p>Questions pertaining to claiming should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services:</p> <p>Regions I - V: Virginia Scala, 518-474-7549; User ID: <a href="mailto:Virginia.Scala@otda.state.ny.us">Virginia.Scala@otda.state.ny.us</a></p> <p>Region VI: Marian Borenstein, 212-961-8250, User ID: <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a></p> <p><u>Questions pertaining to the allocations should be directed to Deborah J. Hanor, Director, Bureau of Budget Management, 518-474-1361.</u></p>
<b>Attachments:</b>	Attachment A: District Allocations: Chafee Foster Care Independence Program 2004-2005 funds
<b>Attachment Available On – Line:</b>	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) 2004-2005 funds. The allocations contained in Attachment A to this memorandum may be used for Independent Living (IL) services expenditures made beginning October 1, 2004, up to the amount of the allocation and subject to a twenty percent (20%) state/local match requirement. Only claims received by March 31, 2006, may be applied against the FFY 2004-2005 allocation, including expenditures made after September 30, 2005. Unclaimed allocation amounts will be redistributed to other districts that have claims in excess of the allocation, allowing New York State to maximize its use of funds available under this federal funding stream. Claims received after March 31, 2006 for FFY 2005-2006 services expenditures will be claimed against the FFY 2005-2006 allocation.

This memorandum also describes the methodology for determining the FFY 2004-2005 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 2004-2005 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 \$11,235,954. The remainder is being reserved by the Office of Children and Family Services (OCFS) to support IL services for youth in direct care in OCFS-operated facilities and rehabilitative services programs, and to support OCFS activities related to the Chafee Foster Care Independence Act. 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 allocation methodology for the FFY 2004-2005 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, 2004. 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, 2005, applied against the FFY 2003-2004 allocations, including expenditures made after September 30, 2004. 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 FFY 2004-2005 total CFCIP allocation, which appears in the allocations.

This approach affords the greatest degree of stability to districts across program years, balancing population size with intensity of programming. OCFS, however, reserves the right to base future allocation methodologies on expenditure histories only.

Local social services districts are reminded that 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. Districts are also reminded that within the service categories listed above, districts may also claim expenditures for independent living supports directly paid to youth. This would include, for example, expenditures for: cap and gowns and other fees associated with high school graduation; prom dresses; scholastic aptitude tests including SAT/ ACT/ PSAT (required for undergraduate admission to many colleges and universities); applications for admission to college or vocational training programs; examinations for attendance at a vocational training program; visits to colleges; clothing for job/college interviews; and car insurance.

Any IL claims that exceed a district's Chafee IL allocation are subject to 65 percent state reimbursement. Therefore, it is important that local social services districts submit all claims for the FFY 2004-2005 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 (academic support services, vocational training, independent living skills, and/or after care services) that are directly provided by the local district staff to program recipients. These expenditures should be claimed on Schedule D (LDSS-2347) as an F30 function. From the F30 function, the local districts should report these expenditures in the proper category of service on the Schedule RF-4.

Local district administration 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. Local districts that include administrative or A-87 costs on the RF-4 will need to submit a supplemental claim to correct the error.

*s/s Nancy W. Martinez*

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**Issued By:**

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning and Policy Development

*s/s Susan A. Costello*

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**Issued By:**

Name: Susan A. Costello

Title: Deputy Commissioner

Division/Office: Administration

## ATTACHMENT A

**DISTRICT ALLOCATIONS**  
**CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP) FUNDS**  
**10/1/04 to 9/30/05**

District	Allocation	District	Allocation
Albany	\$ 121,720	Orange	\$ 131,304
Allegany	24,714	Orleans	8,336
Broome	119,374	Oswego	53,227
Cattaraugus	36,209	Otsego	15,011
Cayuga	23,315	Putnam	5,118
Chautauqua	32,157	Rensselaer	52,049
Chemung	50,918	Rockland	95,647
Chenango	13,197	St. Lawrence	27,545
Clinton	20,016	Saratoga	49,748
Columbia	41,019	Schenectady	88,728
Cortland	22,631	Schoharie	10,984
Delaware	96,403	Schuyler	4,105
Dutchess	68,324	Seneca	7,186
Erie	327,622	Steuben	59,860
Essex	8,907	Suffolk	249,769
Franklin	25,282	Sullivan	27,886
Fulton	16,825	Tioga	10,646
Genesee	29,827	Tompkins	34,506
Greene	19,108	Ulster	110,043
Hamilton	466	Warren	25,621
Herkimer	25,672	Washington	8,222
Jefferson	26,371	Wayne	19,627
Lewis	4,761	Westchester	294,406
Livingston	8,771	Wyoming	16,313
Madison	25,596	Yates	9,383
Monroe	420,465	St. Regis Mohawk	3,262
Montgomery	12,812		
Nassau	210,370	<b>Upstate Totals</b>	<b>\$ 3,576,352</b>
Niagara	40,022		
Oneida	116,879	<b>New York City</b>	<b>\$ 7,659,602</b>
Onondaga	155,964		
Ontario	12,103	<b>Statewide Totals</b>	<b>\$ 11,235,954</b>