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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Robert Doar
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	06-LCM-01
To:	Local District Commissioners
Issuing Division/Office:	Temporary and Disability Assistance Office of Budget, Finance & Data Management
Date:	March 31, 2006
Subject:	Submission of TANF Special Project Claims
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Attachments:	None
Attachment Available On – Line:	Not applicable

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local social services districts of a June 30, 2006, deadline for the submission of Temporary Assistance to Needy Families (TANF) Special Project claims, and certain administrative costs claimed via the RF-2A and Schedule D, for expenditures through September 30, 2005, for the TANF projects listed below.

II. Background

Local districts are advised that claims for TANF Special Projects for expenditures for the period October 1, 2004, through September 30, 2005, must be submitted to the OTDA Bureau of Financial Services as applicable via the TANF Reporting and Control System (TRACS) or manually via paper LDSS 3922/4722 by June 30, 2006. This claiming deadline is established in order to evaluate the status of spending for obligations established at the State level for the Federal Fiscal Year 2005.

As allocations are announced to social services districts, OTDA reports those allocations on the TANF Federal Financial report. Once an obligation is established, the State has one year following the year of obligation to fully liquidate it. In order to determine the amount of Federal funds that will be liquidated, the State needs to have final claims in by June 30, 2006, for all expenditures made prior to September 30, 2005, even if the program continues past that date.

III. Program Implications

Expenditures for the following projects made by local social services districts for the period October 1, 2004 - September 30, 2005 must be claimed to OTDA Bureau of Financial Services or entered and finalized into TRACS (including the number of families served) as noted below by June 30, 2006. Claims for expenditures made through September 30, 2005, will not be reimbursed if submitted after June 30, 2006.

LDSS 3922 and OTDA 4722:

NYWBG 4 and 5

Solutions 4 and 6

Work Experience Programs - NYC Only

TRACS:

BG CY 2004-05

DET PREV FFFS

Domestic Violence Liaisons CY 2004-05

Drug/Alcohol CY 2004-05

FFFS 2005

Transitional Opportunities Program II (Top 2)

Transitional Opportunities Program III (Top 3)

This deadline also applies to certain Schedule D related TANF administrative costs reported on the D-2, D-3, D-6 and D10. These costs, which do not pertain to the provision of client assistance benefits, under Federal TANF rules, also must be liquidated by September 30, 2006. Because the TANF deadline does not apply to the other programs reported on these schedules (for example FSE&T and FNP employment), we ask that the districts continue to submit such claims for periods prior to October 1, 2005, after the deadline. While we will continue to settle the non-TANF portion of these claims after the June 30, 2006, deadline, subject to the claiming rules of the specific program (eg. two year claiming limit), the TANF amounts will not be applied toward the FFFS ceiling. Any necessary adjustments will be made at the state level to the FFFS Ceiling Report.

Issued By

Name: Mike Normile /s/ *Mike Normile*

Title: Director

Division/Office: Office of Budget, Finance, and Data Management

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