



David A. Paterson  
Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-0001

David A. Hansell  
Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Office of Budget, Finance & Data Management
<b>Date:</b>	
<b>Subject:</b>	Submission of TANF Special Project Claims/FFFS Plans
<b>Contact Person(s):</b>	James Carroll (Regions 1-4) 1-800-343-8859 ext. 4-7549 or e-mail <a href="mailto:James.Carroll@otda.state.ny.us">James.Carroll@otda.state.ny.us</a> Michael Borenstein (Region 5) 631-854-9704 or e-mail <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> Marian Borenstein (Region 6) 212-961-8250 or e-mail <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a>
<b>Attachments:</b>	None
<b>Attachment Available On – Line:</b>	Not applicable

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts of a June 30, 2008 deadline for the submission of Temporary Assistance for Needy Families (TANF) Special Project claims for the projects listed below in Section III: Program Implications, costs claimed as non-assistance on the Schedules A, C, F & H and certain costs claimed via the RF-2A and Schedule D, for expenditures through September 30, 2007, for the TANF projects. With the exception of Child Welfare and Non-Residential Domestic Violence which had a March 31, 2008 deadline, the June 30, 2008 deadline also applies to Flexible Fund for Family Services (FFFS) plans for corresponding expenditures through September 30, 2007. Please note, Title XX and CCBG transfer amounts cannot be changed.

#### II. Background

Social services districts are advised that claims for TANF Special Projects for expenditures for the period October 1, 2006, through September 30, 2007, 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) by June 30, 2008. For Child Welfare and Non-

Residential Domestic Violence FFFS 2007 related programs, the deadline was March 31, 2008, with the exception of PINS/Prevention/Detention Diversion Services within FFFS. These claiming deadlines are established in order to evaluate the status of spending for obligations established at the State level for the Federal Fiscal Year 2007.

As allocations are announced to social services districts, OTDA reports those allocations as an obligation (or as obligations) 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, 2008, for all expenditures made from October 1, 2006 - September 30, 2007, even if the program continues past that date. The same principle applies to expenditures with ending dates of September 30, 2007, for FFFS plans, since obligations were established for the TANF FFY 2007 based on dates established in approved LDSS FFFS plans. As social services districts revise their plans and allocations are changed on these plans, OTDA needs to modify obligations reported to the federal government.

### **III. Program Implications**

Expenditures for the following projects made by social services districts for the period October 1, 2006 - September 30, 2007, must be claimed to OTDA Bureau of Financial Services or entered and finalized into TRACS as noted below by June 30, 2008. Claims for expenditures made through September 30, 2007, will not be reimbursed if submitted after June 30, 2008.

#### **LDSS 3922:**

NYWBG 5

Solutions 7 and 8

DET PREV-FFFS

Engagement (Large District Engagement)

Youth Engagement Services (YES)

INT\_CASE SVCS (SFY 06-07 Intensive Case Services)

INT\_CASE SVCS 2 (SFY 07-08 Intensive Case Services 2)

#### **TRACS:**

BG CY 2004-05

DET PREV FFFS 06 and 07

Domestic Violence Liaisons CY 2004-05

Drug/Alcohol CY 2004-05

FFFS 2006 2007

Non Res DV 5A and 6

This deadline also applies to certain Schedule D related TANF 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 June 30, 2008. 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, 2007, after the June 30, 2008 deadline. While we will continue to settle the non-

TANF portion of these claims after the June 30, 2008, deadline, subject to the claiming rules of the specific program (e.g., two-year claiming limit), the TANF amounts will not be applied toward the FFFS ceiling because they are beyond the deadline. Any necessary adjustments will be made at the state level to the FFFS Ceiling Report.

The deadline also applies to non-assistance costs claimed on the Schedules A, C, & F as well as certain costs claimed on the Schedule H. Specifically the following costs for expenditures paid by September 30, 2007 must be claimed by June 30, 2008:

Schedule A	Columns 6, 7, 8, 9 and 10
Schedule C	Columns 6, 7, 8, 9 and 10
Schedule F	Columns 5, 6, 7, and 8
Schedule H	Columns 2 and 6

#### **IV. FFFS Plan Revisions**

Plan revisions need to take into consideration expenditures through September 30, 2007. In addition, a plan revision would need to be submitted if a county's end date for any category does not indicate sufficient expenditures to liquidate the balance of the allocation. These plan revisions are necessary to notify OTDA of the funds that must be obligated against the proper TANF Federal Fiscal Year. Plan revisions will be reviewed and approved based on adequate statewide obligation balances. If there are insufficient obligation balances, the districts' option would then be to adjust federal/state/local shares within a specific category. Below are two examples using the TANF Employment category where there would be a need to do a plan revision.

##### **Example 1**

A county has allocated \$10,000 to TANF Employment and expended \$12,250 by September 30, 2007. A plan revision is needed to increase the allocation to \$12,250, if the county expects payment for the additional \$2,250. In order to complete this transaction, the county must have available allocation in another category which can be transferred to the Employment category.

##### **Example 2**

A county allocates \$15,000 for TANF Employment for the period 4/07-3/08 and only expects to expend \$9,500. A plan revision is needed to either extend out the end date or move \$5,500 over allocated in TANF Employment to another category which is over expended.

**After June 30, 2008, no FFFS plan revisions for the State Fiscal Years 2006-07 and 2007-08 will be considered for expenditures prior to October 1, 2007.**

#### **Issued By**

**Name:** Mike Normile  
**Title:** Director  
**Division/Office:** Budget, Finance, and Data Management