



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

Transmittal:	08-LCM-10
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	September 30, 2008
Subject:	Supplemental 100% Food Stamp Employment and Training Allocations – FFY 2008
Contact Person(s):	Kathryn DeBella (518) 408-4972 or WTW Technical Advisor Fiscal Contacts: Regions 1-4, James E. Carroll at 1-800-343-8859, extension 4-7549 Email: james.carroll@otda.state.ny.us Region 5, Michael Borenstein at (631) 854-9704 Email: michael.borenstein@otda.state.ny.us Region 6, Marian Borenstein at (212) 961-8250 Email: marian.borenstein@otda.state.ny.us
Attachments:	Attachment 1: FFY 2008 Supplemental 100% Food Stamp Employment and Training Allocations
Attachment Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental federal fiscal year (FFY) 2008 Food Stamp Employment and Training (FSET) 100% administrative funding allocations for each social services district.

II. Background

New York State receives annual allocations from the United States Department of Agriculture (USDA) to support FSET program administration. USDA reallocates other states' unexpended 100% funds to states that request and justify the need for the funds. New York requested additional FFY 2008 FSET 100% funds and was awarded an additional \$3.8 million.

The 100% federal funds are available to fully reimburse FSET administrative costs without State or local match. Districts' 100% FSET allocations are based on the proportionate share of the statewide work registrant caseloads. Attachment 1 lists each district's initial 100% allocation as well as the supplemental allocation awarded through this memorandum and total FFY 2008 100% allocation.

Participant reimbursement and dependent care funding for FSET is not included in the administrative allocations and should continue to be claimed separately. Districts are reminded that FSET dependent care may not be used to cover the costs of care for individuals who are eligible for services under the Child Care Block Grant (see 02-LCM-10).

Your district's FFY 2008 FSET administrative allocations are available to reimburse costs incurred from October 1, 2007 through September 30, 2008. **Consistent with all FFY 2008 FSET funds, these additional funds must be used to cover costs incurred during the October 1, 2007 through September 30, 2008 period.** Districts should submit supplemental claims in order to receive payment in a timely manner. If claims are not submitted to expend the allocated funds, OTDA Bureau of Financial Services will move any 50% claims to the 100% claim category sometime after the final claiming deadline. These claiming adjustments will permit each district to increase the extent to which employment services for food stamp applicants and recipients are fully funded with federal funds. All claims for FFY 2008 100% FSET reimbursement must be received no later than **February 3, 2009.**

III. Program Implications

This memorandum provides a supplemental FFY 2008 100% allocation. Districts should refer to 08-LCM-01 for information regarding the use of FSET funds.

IV. Claiming Instructions

Districts will claim FSET expenditures through the Schedule RF-2A (Monthly Statement of Administrative Expenditures Federal and State Aid) claim package. These FSET expenditures are claimed for reimbursement as F3 functional costs. These costs would be claimed on the LDSS-2347-B1, Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs. The instructions for both of these forms are found in the Fiscal Reference Manual, Volume 3 (Volume 4 for New York City), Chapters 10 and 19.

Note that participant reimbursement and dependent care expenditures for FSET are not part of the FSET administrative allocations and should continue to be claimed in their respective columns on the Schedule D-3.

USDA has approved our ability to claim Safety Net Maintenance of Effort (SN-MOE) work registrants as FSET program participants. The cost of employment programs for SN-MOE work registrants is also eligible under the TANF program. Districts may include these SN-MOE cases under either the FSET program or the TANF program. The election to claim these cases under either FSET or TANF must be consistent throughout the federal fiscal year with any changes to that election being made by the December following the end of the federal fiscal year. All Flexible Fund for Family Services (FFFS) plans should be evaluated to determine if any shift in expenditures requires a plan revision.

Please refer to Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed instructions on preparation of Schedule D-3.

Once a district exceeds its 100% FSET allocation, it is encouraged to ensure that other FSET claims are submitted as 50% claims. District action will result in the district receiving appropriate reimbursement funds sooner than if the district waits for the State to shift the 100% overclaims back to 50% FSET.

V. Additional Information

None.

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

FFY 2008 Food Stamp Employment and Training Additional 100% Allocations

DISTRICT	INITIAL ALLOCATION	ADDITIONAL ALLOCATION	TOTAL FFY08 100% ALLOCATION
ALBANY	96,780	36,400	133,180
ALLEGANY	28,220	9,160	37,380
BROOME	162,240	63,850	226,090
CATTARAUGUS	34,700	12,270	46,970
CAYUGA	36,330	14,050	50,380
CHAUTAUQUA	133,030	45,070	178,100
CHEMUNG	98,210	31,420	129,630
CHENANGO	51,890	16,610	68,500
CLINTON	35,740	16,820	52,560
COLUMBIA	11,140	4,150	15,290
CORTLAND	15,700	7,630	23,330
DELAWARE	4,740	2,410	7,150
DUTCHESS	90,180	32,890	123,070
ERIE	990,000	361,420	1,351,420
ESSEX	14,300	4,580	18,880
FRANKLIN	52,780	18,690	71,470
FULTON	54,640	22,630	77,270
GENESEE	15,470	5,130	20,600
GREENE	14,590	6,110	20,700
HAMILTON	1,790	370	2,160
HERKIMER	41,830	13,800	55,630
JEFFERSON	85,210	30,290	115,500
LEWIS	19,220	6,690	25,910
LIVINGSTON	26,310	12,640	38,950
MADISON	22,910	12,150	35,060
MONROE	600,210	245,400	845,610
MONTGOMERY	30,550	13,070	43,620
NASSAU	124,150	42,350	166,500
NIAGARA	179,960	67,330	247,290
ONEIDA	147,070	58,050	205,120
ONONDAGA	251,260	97,220	348,480
ONTARIO	42,690	15,180	57,870
ORANGE	73,430	30,600	104,030
ORLEANS	22,720	6,930	29,650
OSWEGO	98,270	34,440	132,710
OTSEGO	30,740	12,400	43,140
PUTNAM	2,050	240	2,290
RENSSELAER	79,570	33,800	113,370
ROCKLAND	49,840	29,500	79,340
ST.LAWRENCE	96,640	30,600	127,240
SARATOGA	34,070	10,810	44,880
SCHENECTADY	43,380	16,090	59,470
SCHOHARIE	11,360	3,970	15,330
SCHUYLER	11,970	4,580	16,550
SENECA	7,250	1,920	9,170
STEUBEN	90,370	26,750	117,120
SUFFOLK	277,580	93,560	371,140
SULLIVAN	28,980	9,770	38,750
TIOGA	36,130	10,080	46,210
TOMPKINS	45,140	18,660	63,800
ULSTER	36,180	20,180	56,360
WARREN	14,200	7,690	21,890
WASHINGTON	20,660	8,820	29,480
WAYNE	45,430	17,680	63,110
WESTCHESTER	397,920	138,410	536,330
WYOMING	8,420	3,180	11,600
YATES	12,510	3,510	16,020
TOTAL UPSTATE	5,088,650	1,900,000	6,988,650
NEW YORK CITY	5,128,392	1,900,000	7,028,392
STATEWIDE	10,217,042	3,800,000	14,017,042