



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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David A. Paterson
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	09-LCM-14	
To:	Local District Commissioners	
Issuing Division/Office:	Center for Employment and Economic Supports	
Date:	September 29, 2009	
Subject:	Supplemental 100% Food Stamp Employment and Training Allocations – FFY 2009	
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 2009 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) 2009 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 2009 FSET 100% funds and was awarded an additional \$3.8 million.

The 100% federal funds are available to fully reimburse FSET administrative costs without non-federal match. Districts' 100% FSET allocations are based on 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 2009 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 2009 FSET administrative allocations are available to reimburse costs incurred from October 1, 2008 through September 30, 2009. **Consistent with all FFY 2009 FSET funds, these additional funds must be used to cover costs incurred during the October 1, 2008 through September 30, 2009 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's 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 2009 100% FSET reimbursement must be received no later than **February 3, 2010.**

III. Program Implications

This memorandum provides a supplemental FFY 2009 100% allocation. Districts should refer to 09-LCM-04 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

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Division/Office:	Center for Employment and Economic Supports

FFY 2009 Food Stamp Employment and Training Supplemental 100% Allocations

DISTRICT	INITIAL ALLOCATION	SUPPLEMENTAL ALLOCATION	TOTAL FFY09 100% ALLOCATION
ALBANY	89,340	40,550	129,890
ALLEGANY	22,580	9,270	31,850
BROOME	167,400	69,980	237,380
CATTARAUGUS	27,760	9,340	37,100
CAYUGA	33,920	14,100	48,020
CHAUTAUQUA	114,890	44,380	159,270
CHEMUNG	81,540	34,840	116,380
CHENANGO	41,510	17,320	58,830
CLINTON	39,310	19,550	58,860
COLUMBIA	9,790	5,050	14,840
CORTLAND	17,270	8,800	26,070
DELAWARE	5,210	2,950	8,160
DUTCHESS	83,810	37,320	121,130
ERIE	879,030	325,860	1,204,890
ESSEX	11,440	4,920	16,360
FRANKLIN	45,910	17,950	63,860
FULTON	54,220	23,030	77,250
GENESEE	12,630	4,920	17,550
GREENE	14,690	8,280	22,970
HAMILTON	1,430	200	1,630
HERKIMER	36,260	15,340	51,600
JEFFERSON	73,450	29,140	102,590
LEWIS	17,460	6,560	24,020
LIVINGSTON	28,940	13,280	42,220
MADISON	25,200	15,970	41,170
MONROE	595,670	205,610	801,280
MONTGOMERY	30,730	13,150	43,880
NASSAU	108,290	43,960	152,250
NIAGARA	167,970	68,920	236,890
ONEIDA	144,270	55,620	199,890
ONONDAGA	253,480	99,860	353,340
ONTARIO	34,150	14,570	48,720
ORANGE	80,260	39,240	119,500
ORLEANS	18,660	7,400	26,060
OSWEGO	87,850	38,000	125,850
OTSEGO	31,930	13,350	45,280
PUTNAM	1,640	540	2,180
RENSSELAER	81,320	31,390	112,710
ROCKLAND	54,820	29,950	84,770
ST.LAWRENCE	77,310	30,510	107,820
SARATOGA	30,730	21,290	52,020
SCHENECTADY	38,320	10,980	49,300
SCHOHARIE	9,580	6,270	15,850
SCHUYLER	12,350	5,570	17,920
SENECA	5,800	2,770	8,570
STEUBEN	72,300	22,870	95,170
SUFFOLK	229,640	113,620	343,260
SULLIVAN	24,980	11,640	36,620
TIOGA	28,900	11,610	40,510
TOMPKINS	42,150	17,050	59,200
ULSTER	39,800	26,840	66,640
WARREN	15,620	8,390	24,010
WASHINGTON	22,730	11,300	34,030
WAYNE	43,570	17,590	61,160
WESTCHESTER	339,000	135,000	474,000
WYOMING	8,590	3,380	11,970
YATES	10,010	2,840	12,850
TOTAL UPSTATE	4,677,410	1,899,980	6,577,390
NEW YORK CITY	4,728,443	1,900,020	6,628,463
STATEWIDE	9,405,853	3,800,000	13,205,853