



NEW YORK STATE
David A. Paterson, Governor

**Office of Temporary and
Disability Assistance**
Elizabeth R. Berlin
Executive Deputy Commissioner

**Office of Children and
Family Services**
Gladys Carrión
Commissioner

Administrative Directive

Section 1

Transmittal:	10-ADM-06
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 6, 2010
Subject:	2010-11 Flexible Fund for Family Services (FFFS)
Suggested Distribution:	Accounting Directors Employment Coordinators Services Directors Temporary Assistance Directors
Contact Person(s):	<p><u>OTDA</u> FFFS Plan, TANF Services and Employment Projects – Christine Insull (518) 474-9494, Christine.Insull@otda.state.ny.us TRACS 2 – Christine Insull (518) 474-9494, Christine.Insull@otda.state.ny.us and Susanne Haag (518) 486-6291, Susanne.Haag@otda.state.ny.us Claiming – <u>Region 1-4</u> – Edward Conway (518) 474-7549, Edward.Conway@otda.state.ny.us <u>Region 5</u> – Marc Solomon (914) 995-5663, Marc.Solomon@otda.state.ny.us; <u>Region 6</u> – Marian Borenstein – (212) 961-8250, Marian.Borenstein@otda.state.ny.us <u>OCFS</u> Budget – Rayana Gonzales (518) 402-3324, Rayana.Gonzales@ofcs.state.ny.us FFFS Plan – OCFS Regional Offices</p>
Attachments:	<p>Attachment 1: FFFS 2010-11 District Allocations Attachment 2: FFFS 2010-11 Plan Application Attachment 3: FFFS 2010-11 Plan Instructions Attachment 4a: FFFS 2010-11 SharePoint Instructions-2003 Reviewer Attachment 4b: FFFS 2010-11 SharePoint Instructions-2003 Submitter Attachment 4c: FFFS 2010-11 SharePoint Instructions-2007 Reviewer Attachment 4d: FFFS 2010-11 SharePoint Instructions-2007 Submitter Attachment 5: 2010-11 Child Welfare Thresholds Attachment 6: FFFS Desk Reference Guide Attachment 7: State Administered Programs/Contracts List</p>
Attachments Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs		Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-23	06 LCM-09		385	SSL 331, 333, 335, 335-a, 336, 339	OCFS CW Eligibility Manual, Chapter 2	Ch 53 of the Laws of 2009
98 ADM-03	10 LCM-10				Temporary Assistance and Food Stamp Employment Policy Manual	Ch 57 of the Laws of 2009
01 ADM-10	03 INF-35				Fiscal Reference Manual	Ch 110 of the Laws of 2010
05 ADM-11	06 OCFS-LCM-05				Volumes 2, 3 and 4	
06 ADM-08	07 OCFS-LCM-12					
06 ADM-17	07 OCFS-LCM-13					
07 ADM-04	08 OCFS-LCM-07					
08 ADM-02	08 OCFS-LCM-09					
08 ADM-07	09 OCFS-LCM-01					
09 ADM-12	09 OCFS-LCM-02					
00 LCM-20	09 OCFS-LCM-03					
	09 OCFS-LCM-05					

Section 2

I. Summary of the 2010-11 FFFS Administrative Directive (ADM)

The Flexible Fund for Family Services (FFFS) has been enacted in the 2010-11 State Fiscal Year (SFY) Budget at a level of \$960,000,000. This Administrative Directive (ADM) provides local social services districts (districts) with the individual district FFFS allocation amounts, pertinent planning information, the forms and instructions for completing and submitting the 2010-11 FFFS Plan and instructions on amending plans and submitting claims. Finally, the ADM provides guidance on the collection of required performance and accountability data.

II. Purpose

The purpose of this ADM is to provide districts with information, forms and procedures necessary to implement the FFFS, including requirements for submission of performance and accountability information for the SFY 2010-11. The FFFS plan template is a multiple tab file in Microsoft Excel® that is similar to last year's plan template. New this year, to alleviate some of the manual work associated with FFFS Plan processing, a Microsoft SharePoint© site has been developed to host the SFY 2010-11 FFFS Plan processing and subsequent approved plan revisions; functions include local plan development, submittal, review, approval and comments. Additionally, the new FFFS site will provide useful resources for district users, related to FFFS.

As part of FFFS programming, we will continue to support the TANF Reporting and Control System 2 (TRACS 2) for districts to provide updated 2010 TRACS 2 plans, with current and detailed program and budget information on funded TANF Employment and Services projects. To facilitate SFY 2010-11 data collection, there are changes to the TRACS 2 Plan template, included in Section V.A.2.

Districts must submit their completed SFY 2010-11 FFFS Plan Application (Attachment 2) via the FFFS SharePoint site and the corresponding SFY 2010-11 TRACS 2 Plan detailing TANF Employment and Services project information, for review and approval by OTDA and OCFS by September 3, 2010.

III. Background

The total funding for the FFFS for SFY 2010-11 is \$960,000,000. As this figure represents a .48% reduction from the SFY 2009-10 appropriation, each district's SFY 2010-11 allocation was calculated by reducing last year's allocation by the same proportion.

The programs that may be funded in the FFFS are as follows: allowable non-assistance TANF Employment program services (such as employment preparation, placement and retention services), TANF Services (including services to support receipt of transitional benefits and other work supports), Child Welfare Services, New York City (NYC) Emergency Assistance to Families (EAF) Foster Care Tuition Costs, PINS/Preventive Detention Diversion Services, Pregnancy Prevention, Drug/Alcohol (D/A) Assessment and Monitoring, Domestic Violence (DV) Screening and Assessment, Child Care, Title XX Services (TANF-funded portion), EAF JD/PINS Foster Care and related costs, districts' administrative costs for all TANF related activities, or for any other allowable TANF purpose including the local share of Family Assistance.

The FFFS allocation continues to be an important resource to support employment services to help TANF-eligible families gain vital work readiness and job skills that will support workforce entry, job retention and opportunities for future wage advancement. Additionally, funds are critical to support districts' efforts to achieve or maintain compliance with federal work participation rate and work verification standards as well as a high level of job placements. Districts must ensure that sufficient resources are allocated from the FFFS allocation for programs, services and staffing that assist the district in meeting these goals. Failure to meet the effective work participation rate and required work verification and documentation standards would expose the State and districts to the risk of significant federal penalties.

Given the continued economic downturn, we encourage the use of FFFS funds to support district efforts to maximize access to the array of work supports available to lower wage workers as well as those individuals that may be underemployed or recently unemployed and are TANF eligible. Please be aware that the enacted 2010-11 State Budget eliminated or reduced funding for many State sponsored contracts and programs. Districts will need to decide how important these programs are to their local employment efforts, and whether a portion of their FFFS allocation is needed to sustain these services. A complete list of impacted programs is included later in this directive.

In addition to the FFFS, the Enacted Budget included separate federal and State allocations for child care services to assist families to become self-sufficient. OCFS will issue a separate Local Commissioners Memorandum that sets forth the districts' child care allocations and the rules governing those funds. However, districts may transfer a portion of their FFFS funds to the Child Care Development Fund (CCDF) to supplement their child care allocations. The Enacted Budget included separate funding for Non-Residential Domestic Violence Services Programs. Districts may supplement this funding for Non-Residential Domestic Violence programs using FFFS funds.

A separate appropriation for the Summer Youth Employment Program (SYEP) is included in the SFY 2010-11 Budget. In 10-LCM-08, districts were notified of their allocation for the 2010 program and advised that up to 8.5% of their SYEP allocation could be transferred to support FFFS plan activities. Districts choosing this option will see the Summer Youth Transfer amount figure in the “Summer Youth Transfer In” box in their FFFS plan which will become part of their total FFFS allocation. Should it be determined that a portion or all of this transfer is required for Summer Youth activities, a plan modification can be requested asking for funds to be returned back to the Summer Youth Program. A review of the statewide total amount of the transfers will be completed when all transfer requests are submitted and final claims have been processed. At that time, exceptions to this percentage may be considered on an individual basis.

The SFY 2010-11 Enacted State Budget appropriated \$399,875,000 in Child Care transfers from the State’s TANF Block Grant. Of the \$399,875,000, \$392,967,000 was appropriated for local district child care subsidies. The remaining \$6,908,000 was appropriated for other subsidy and quality activities. In addition to \$399,875,000, districts may transfer a maximum of \$333,004,000 from the \$960,000,000 FFFS program to the CCDF and the Title XX Block Grant consistent with federal requirements. Of this \$333,004,000 additional amount, districts may transfer a maximum of \$244,293,000 in the aggregate from the FFFS to the Title XX Block Grant.

Thus, district block grant transfers should remain within the following percentages against the \$960,000,000 FFFS for SFY 2010-11. A review of the statewide total amount of the transfers will be completed when all plans are submitted and exceptions to the following percentages may be considered on an individual district basis:

- 34 percent to the CCDF
- 25 percent to the Title XX Block Grant
- 34 percent combined to the CCDF and Title XX Block Grant

All programs funded through the FFFS must serve at least one of the following four TANF purposes:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies; or
4. Encourage the formation and maintenance of two-parent families.

Generally, allowable services supported with FFFS must meet the federal definition of non-assistance. FFFS funds can only be used to provide “assistance” for expenditures made as a result of transferring FFFS funds to Title XX (Title XX Below 200 Percent) or the CCDF or for EAF JD/PINS foster care costs funded directly with FFFS funds, for transportation services as noted in the discussion found below and for the local share of Family Assistance basic assistance expenditure claimed through the RF2 Schedule A.

Assistance for federal purposes consists of any payment or benefit designed to meet ongoing basic needs - food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses. Assistance also includes supportive services such as transportation or child care provided to unemployed individuals. Assistance paid to a Family Assistance (FA) or Non-Cash Safety Net Assistance/Federally Participating (SNA/FP) recipient is counted toward the 60-month TANF time limit. Assistance payments must be reimbursed with assigned child support collections. Payment types defined as assistance, when paid to a trackable person in a trackable case type (FA, Cash SNA, Non-Cash SNA/FP) will trigger time limit counts, be reported to the Department of Health and Human Services (DHHS) as assistance, be reimbursed with assigned child support collections, and include the case in the calculation of the combined federal work participation rate. Districts should ensure that current local procedures include information on the use of diversion payment codes, as appropriate, for families who apply for Temporary Assistance, are categorically eligible for TANF services and whose situation meets the circumstances required to be considered diversion, as described in 03 INF-35, which will also prevent such families from being included in the participation rate calculation.

Funding transportation with FFFS is permissible for employment or other allowable activities, as long as the transportation service does not constitute assistance or, if it does constitute assistance, it can only be provided to people receiving TANF-funded Family Assistance (see page 11 for information on the use of FFFS funds to support transportation services for two-parent families). FFFS funds may also be used to provide a transportation benefit that is necessary to enable a TANF eligible PA applicant to participate in applicant job search, since this use constitutes a diversionary activity and is not considered assistance.

Note: Transportation services (other than those provided to support applicant job search for TANF eligible individuals) provided to families receiving Safety Net Assistance must be charged as a State/local assistance cost, since such families are ineligible for TANF funded assistance.

FFFS funds cannot be used for medical services.

With the exception of FFFS funds used for EAF child welfare services, EAF JD/PINS foster care costs, NYC EAF foster care tuition costs, pregnancy prevention purposes, or PINS/Prevention/Detention Diversion services, FFFS funded services may be provided only to TANF eligible recipients of Public Assistance (PA) and to individuals and families not in receipt of PA who meet TANF eligibility requirements as outlined in 00-LCM-20, including having income at or below 200 percent of the federal poverty level. The income standards for June 2010 - May 2011 are noted below. Districts are notified annually via GIS of the changes in these amounts.

**200% of Poverty Guidelines Chart
June 1, 2010 through May 31, 2011***

<u>Family Size</u>	<u>Monthly Income</u>	<u>Annual Income</u>
1	\$1,805	\$21,660
2	\$2,428	\$29,140
3	\$3,052	\$36,620
4	\$3,675	\$44,100
5	\$4,298	\$51,580
6	\$4,922	\$59,060
7	\$5,545	\$66,540
8	\$6,168	\$74,020

For family units with more than eight members add \$623 monthly or \$7,480 annually for each additional family member.

*Note: The U.S. Department of Health and Human Services has continued the Federal Poverty Level Guidelines issued in 2009, pending their review and publication of revised Federal Poverty Level Guidelines for 2010. Districts should continue using these guidelines for determining income eligibility for TANF funded services in accordance with 00-LCM-20. Districts will be notified of any changes and the effective dates of the changes separately if the DHHS issues Federal Poverty Level Guidelines for 2010.

The FFFS planning process provides districts with a good opportunity to use the needs assessments conducted as part of the required County Child and Family Services Plan in relation to the district's child care, child welfare and adult services needs. Included among the factors to be considered are: district administrative costs; child welfare services and other services historically funded with TANF funds transferred to Title XX (Title XX Below 200 Percent funds); child care services historically funded by a district's CCDF allocation that include funds transferred from TANF; the adequate overall level of supporting child care services necessary for districts to engage PA families in work or work preparation services and to serve other low income families; the availability of work preparation, skill development services including education and training activities to help individuals obtain employment and advance in the workplace, and job placement and retention services; and the availability of other services necessary to meet the needs of individuals and families to support economic and social stability.

Each district is required to report outcome measures and families served associated with TANF Services Projects and TANF Employment Programs on TRACS 2. The 2009 plans on TRACS 2 will be copied over into new 2010 Plans. These plans must be reviewed and modified as necessary to reflect the district's 2010 projects and programs funded by the 2009-10 and/or 2010-11 FFFS, during SFY 2010-11. See Section V.E.1. for additional information.

For OCFS Child Preventive Services programs provided pursuant to section 409-a of the Social Services Law, the requirements for performance or outcome provisions set forth in 07-OCFS-LCM-12 remain in effect for SFY 2010-11.

IV. Program Implications

A. Description of FFFS Components

The FFFS is designed to provide districts with maximum flexibility in determining how best to respond to identified local needs for services based on their caseload composition, local labor market and other unique factors. Each district may use its FFFS for the categories described below.

1. TANF Services Projects

Districts may choose to use FFFS funds for innovative programming that can prevent dependency, provide the extra support needed to reduce recidivism to Public Assistance (PA) and help TANF-eligible families achieve economic independence. TANF services projects

include, but are not limited to: case management services, after school programs for at-risk youth, home visiting for families with multiple barriers to self-sufficiency, child-only projects and services to ensure low income families access available work support benefits. TANF Services project types and descriptions are as follows:

Adult or Juvenile Justice/Criminal – Services to preserve families and reduce recidivism among youths and adults involved in the criminal justice system.

Case Management – Comprehensive and coordinated services to identify and as possible, help resolve barriers to self-sufficiency through frequent assessment, goal development and progress monitoring/goal adjustment to ensure that people receive all the benefits, services, and supports they are eligible for and in need of to increase family well-being and self-sufficiency.

Child Only Services – Provides supports and services to children and/or caregivers in PA “child-only” cases (PA cases with no adult active on assistance). These cases are primarily children living with non-parent caregivers (usually a grandparent), but also include children living with an SSI parent and children living with ineligible alien parents. These services are designed to preserve families and promote self-sufficiency.

Child Well-Being – Services designed to preserve the family and reduce institutional placements.

Enhanced Domestic Violence Prevention – Enhancement of core services and/or optional services (18 NYCRR Part 462) to promote self-sufficiency and safety from abuse, improving outreach and awareness. Services may include training local district and D/A treatment provider staff to increase awareness of DV and to help workers interact better with DV victims.

Enhanced Drug and Alcohol Prevention – Wrap around services designed for individuals mandated to treatment to help individuals achieve sobriety, stability and self-sufficiency. Services may include parenting programs, peer support, family counseling, and intensive case management.

Non-Recurrent Costs (Non – Temporary Assistance Emergency/Diversion) – Services to minimize or avoid the need for ongoing TANF assistance through one time or non-recurring services. These are characterized as payments designed to deal with a specific crisis situation or episode of need and are not intended to meet recurrent or ongoing needs. Some examples of these services may include access to free clothing, budgeting classes, school supplies, gas cards, vehicle repair and assistance with housing location and retention. If a district allocates FFFS funding to this type of project(s), it must show the funds allocated **on line 2, “TANF Services Non-Recurrent Costs” in the 2010-11 plan template.** These costs should be claimed as a separate TRACS claim labeled as Non-Recurrent FFFS 10 (See Attachment 6).

Healthy Families/Home Visiting – Services aimed at the health and well-being of infants/children by promoting positive parenting skills and parent-child interaction, optimal prenatal care and child health and development. Home visits are often part of other larger

programs that have a case management component. Home visiting identifies barriers to self-sufficiency not easily uncovered in an office setting.

Housing Services – Services that promotes safe, permanent housing. Services designed to identify and address barriers to securing and maintaining safe, adequate housing.

Program Support and Training – Provides training to district staff and contract agencies. Services may include administrative oversight to improve effectiveness of programs.

SSI Maximization – Services to assist disabled clients and applicants in applying for federal disability benefits and/or appealing adverse decisions. Activities may include assistance in securing needed medical or other documentation that supports the client's condition and functioning, completing applications, and accompanying clients to meetings or hearings.

Transitional Benefits/Work Supports – A specialized district approach to maximizing receipt of work supports/transitional benefits such as Food Stamps, Medicaid, EITC, and other non-assistance services for low income families. This may include special units that provide case management for employed individuals, outreach efforts, and promotional campaigns to increase the participation in these programs aimed at increasing family stability through maximizing available assets (income/resources) to support family economic stability.

Youth Supports/School/Community Collaboration – Services to increase the ability of young people to constructively function in the family unit, in school and in the workplace by increasing positive behaviors and reducing negative ones. Services designed to encourage youth to remain in school and improve attendance and grades through local interventions, including incentive programs. Services support pregnancy prevention efforts.

Other – Programs that do not fit under the other Services or TANF Employment Services project types, such as assistance with accessing food, activities to promote healthy marriages such as pre-marital counseling and activities that promote responsible parenting/fatherhood.

2. Drug/Alcohol Assessment and Monitoring

All districts are required by statute to screen adult PA applicants and recipients for drug and/or alcohol abuse that could preclude them from working and becoming self-sufficient. Districts may use FFFS funds to pay the costs of assessing TANF clients who screen positive and for monitoring the client's attendance and progress in mandated substance abuse treatment. Districts may also use their FFFS funds to provide a variety of support services to individuals and families with substance abuse problems. These services are supplemental to the individual's actual drug/alcohol treatment and include such services as parenting programs, family counseling and intensive case management. Funding for these enhanced drug/alcohol support services projects must be included as a TANF Services Project (as noted above).

The D/A program assurances in accordance with 97 ADM-23 and 01 ADM-10 and subsequent releases apply.

3. Domestic Violence Screening and Assessment

Districts may use FFFS funds to meet the requirement for DV screening and assessment. Under statute all applicants for and recipients of PA are offered DV screening at application, recertification and at any point when a recipient indicates DV. All applicants and recipients who indicate they are DV victims must be provided the opportunity to meet with a DV Liaison for an assessment to determine if they may need a waiver from specific PA requirements that may place the victim and or the children at risk or make it more difficult for them to escape an abusive situation.

The DV Program assurances in accordance with 98 ADM-3 and subsequent releases apply.

4. TANF Employment Services

Helping low income families enter the workforce and achieve economic stability continues to be a primary goal of the PA program. Districts also are required to achieve the combined federal participation rate requirements for TANF/SNA MOE families. Districts must ensure that sufficient resources have been devoted from the FFFS allocation and other sources (e.g. State Level Contracts, Other TANF allocated programs, local funds) to help TANF eligible individuals, including SNA MOE Families, achieve the skills necessary to support workplace entry and job retention as well as to achieve the federal participation rate and thereby avoid significant fiscal penalties. Districts should continue to review their employment programs and develop a plan for continuous increases in the extent to which adults are engaged in job preparation and employment. Additionally, each district is expected to achieve the required federal participation rate and to ensure compliance with federal work verification requirements while concurrently engaging clients in services that support job placement and retention goals. As part of these efforts, districts should review job skills, vocational education and basic education needs of public assistance recipients when making decisions on the use of FFFS funds.

Employment programs funded through FFFS may include, but are not necessarily limited to:

Assessment and Employment Plan Development – assessment of a public assistance recipient’s skills, employment goals and support services needs in accordance with 18 NYCRR 385.6 and development of an employment plan to outline the activities in which the individual will be engaged and services the district will provide to reduce barriers to employment, to prepare for workplace entry, to support job retention and/or enhance current employment status.

Case Management and Monitoring of Nonexempt and Exempt Adults - the coordination and monitoring of participation in activities and services to ensure compliance with the individual’s employment plans and to provide interventions to help individuals overcome barriers to program participation and reaching plan goals.

Educational and Training Activities – enrollment and participation in educational, job skills training or vocational education activities that may be coordinated or offered concurrently with other work activities to increase program participant’s skills to support workplace entry and job opportunities.

Employability Determination/Disability Determinations – completion of employability determination reviews and employability evaluations to determine the extent to which an individual is able to participate in work activities and to identify treatment or services that would improve an individual's ability to work.

Specialized Employment Services – programs developed to meet the varied needs of adults with barriers to employment including enhanced job readiness training and specialized work placements intended to accommodate or improve work limitations. Such services may be targeted to individuals with physical or mental health barriers to employment, ex-offenders, or other groups.

Subsidized Employment Programs – programs that provide employment in the public or private sector for which the employer receives a subsidy supported by FFFS funds to offset some or all of the wages and costs of employing and training PA recipients and other eligible individuals. Subsidized employment placements must be consistent with section 336-e and 336-f of the Social Services Law. All costs associated with this project type should be claimed on the D-3, Column 2, line 4 as directed in the Fiscal Reference Manual, Volume 3, Chapter 10 (Volume 4, Chapter 10 for NYC).

Job Placement and Retention Services – activities and services to help individuals locate employment, retain employment and/or advance in the workplace.

Transportation Supports – programs or activities developed to provide the support necessary for the employed or engaged individuals to obtain or maintain employment such as car loans or other transportation supports including bus tokens or passes (see pages 5 and 11) of this ADM for limitations on the use of FFFS for transportation services).

Outreach/Re-engagement of Noncompliant Adults – additional outreach or other enhanced services designed to assess reasons for noncompliance and secure participation of noncompliant adults in appropriate work or work preparation activities which are supported by FFFS funds.

General Employment Services – activities that do not fit within the description of other employment services described above but which are intended to support a district's efforts to provide job preparation, job placement and retention and advancement services.

Employment Services for Youths (including Summer Youth) – educational or training programs or activities targeting eligible youths designed to help them prepare for or experience the workplace, as well as services to help youth attain their High School diploma or GED.

Employment Program Requirements

Section 331 of the Social Services Law requires the establishment of programs which provide employment services to applicants and recipients of PA which assist individuals in achieving economic independence. Districts must operate PA and food stamp (FS)

employment programs which meet the requirements of applicable federal and State laws and regulations, and in accordance with the requirements outlined in 08 ADM-07 and the local plan required by Section 333 of the Social Services Law and approved by OTDA.

Districts are afforded considerable flexibility in developing and implementing employment programs but must meet the program's requirements established in 18 NYCRR Part 385 and the Public Assistance and Food Stamp Employment Policy Manual, including, but not limited to:

- Determine the employability status (including an assessment of medical and non-medical work limitations) of each PA client.
- Complete an employment assessment, including, but not limited to; a review of the individual's educational level, basic skills proficiency, prior work experience, training and vocational interest and child care and other supportive services needs for all PA recipients who are age 18 or older (including individuals who are 16 or 17 years old and not satisfactorily attending secondary school and have not completed high school or an equivalent program).
- Develop an employment plan consistent with the individual's employment assessment, which identifies:
 - the services that the district will provide, including child care;
 - the work activities to which the recipient will be assigned; and
 - the individual's employment goal.
- Engage PA and FS recipients in work and work preparation activities as required to achieve work participation rates and to maximize participants' employment outcomes.

The FFFS Allocation may be used to support employment services for TANF eligible individuals and families. Districts are reminded that employment services provided to Safety Net Assistance (SNA) Families that have exhausted their 60 month limit for receiving federally funded assistance, but remain eligible for TANF services, must constitute non-assistance. While virtually all employment services constitute non-assistance, certain services such as transportation benefits for unemployed Safety Net Families must not be funded with FFFS.

NOTE: Although certain two parent households are removed from the combined federal TANF/SNA MOE work participation rate because their associated assistance costs are administratively claimed as SNA non-MOE (see 06-LCM-09 for additional information on the claiming of expenditures for this population), two parent families are subject to PA work requirements in the same manner as any other household with dependent children and funding from the FFFS allocation may be used to support non-assistance employment services provided to TANF/SNA MOE eligible two parent families. However, transportation costs for unemployed two parent families, other than applicant job search as described on page 5 of this ADM or provided on a short-term nonrecurring basis to meet a specific episode of need in accordance with 00-LCM-20 and the federal TANF

regulations at 45 CFR §260.31, cannot be funded with FFFS and would need to be claimed as a SNA non-MOE cost.

Districts also may elect to use funds made available through the FFFS allocation to provide employment services to TANF/SNA MOE eligible individuals and families with gross income up to 200 percent of the federal poverty level, including non-custodial parents (see 00-LCM-20).

5. Child Welfare and Social Services Other Than Foster Care Services

a. Title XX Transfer (Title XX Below 200 Percent)

Districts may choose to transfer a portion of their FFFS allocation to Title XX for child welfare services, Community Optional Preventive Services (COPS), adult protective, domestic violence and/or other services. As in recent years, there are no separate TANF allocations for these purposes. Under the SFY 2010-11 Budget, a district may transfer up to 25 percent of its FFFS allocation to Title XX, provided that the total amount the district chooses to transfer to the CCDF and Title XX combined may not exceed 34 percent of the district's FFFS allocation. As previously discussed in the Background section of this ADM, a review of the statewide total amount of the transfers will be completed when all plans are submitted, and exceptions to the maximum percentages may be considered on an individual district basis to the degree that aggregate transfers from all districts have not exceeded federally allowable maximums.

Any FFFS allocation transferred to Title XX (Title XX Below 200 Percent) must be expended for services to children and their families with incomes below 200 percent of the federal poverty level for the family size. Recipients of Title XX Below 200 Percent funds also must be either U.S. citizens or qualified aliens as defined by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). All Title XX rules apply to these funds, including the prohibition against the use of the funds for foster care maintenance payments.

No additional eligibility criteria are required for child welfare services funded with FFFS allocations transferred to Title XX (Title XX Below 200 Percent). A complete discussion of the eligibility requirements for this expenditure type is found in the OCFS Child Welfare Eligibility Manual, Chapter 3. Any child welfare services expenditures, other than COPS, not reimbursed via FFFS allocations transferred to Title XX (Title XX Below 200 Percent) for child welfare services or directly from FFFS funds may be eligible for 62 percent State child welfare financing reimbursement subject to the child welfare threshold provisions and performance or outcome based provisions for child preventive services requirements set forth below. The expenditures that are subject to 62 percent State reimbursement will also assist the State in meeting the maintenance of effort (MOE) and match requirements for Federal Title IV-B, Subpart 1 and 2 funds for child welfare services.

Any FFFS funds transferred to Title XX for COPS are subject to the same requirement as the State funds provided in a separate appropriation. These requirements are outlined in a separate LCM (10-OCFS-LCM-06) that announces the availability of SFY 2010-11

COPS State funds. A capped appropriation in the amount of \$24,249,500 separate from the open-ended child welfare services funding is provided for COPS programs. This capped appropriation provides 63.7 percent, net of any federal eligible funds, for the State share of COPS programs provided from October 1, 2009 through September 30, 2010 up to the limits of the \$24,249,500 of available funding. The expenditures that are subject to 63.7 percent State reimbursement may also assist the state in meeting the maintenance of effort (MOE) and match requirements for Federal Title IV-B, Subpart 1 and 2 funds for child welfare services.

Any FFFS funds transferred to Title XX for services other than child welfare services, including adult protective and domestic violence (AP/DV) services, have additional eligibility criteria including that the household contain at least one child under the age of 18 years.

There is a separate set aside in the regular Title XX funds for expenditures for AP/DV services. Any claims for AP/DV services that exceed a district's Title XX allocation and any FFFS funds the district chooses to transfer to Title XX for such purposes are eligible for 49 percent State reimbursement.

There is a separate set aside in the regular Title XX funds for expenditures for services other than child welfare services. There is no State reimbursement available for other Title XX services that exceed the amount of other Title XX regular funds available to the district and the amount of FFFS funds the district chooses to transfer to Title XX for non-AP/DV services. Districts should consider these facts when making FFFS allocation decisions for these services.

OCFS has issued a separate LCM (10-OCFS-LCM-04) that sets forth the districts' regular Title XX allocations for AP/DV services and services other than child welfare services and the rules governing those funds.

The district's transfer amounts are fixed once submitted by OTDA to DHHS. Any SFY 2010-11 FFFS funds transferred to Title XX are to be used for expenditures made from October 1, 2009 through September 30, 2010, and must be claimed by March 31, 2011.

b. Child Welfare Services Directly Funded Under FFFS

A district may choose to use a portion of its FFFS allocation directly to provide child welfare services without transferring the funds to Title XX. As in recent years, there are no separate TANF allocations for TANF EAF Child Welfare Services. Districts continue to have greater flexibility in how they may use their FFFS allocations directly for child welfare services. These FFFS funds may be used directly for child welfare services for families that meet the TANF EAF child welfare eligibility criteria. In addition, FFFS funds may be used directly to fund child welfare services for families with incomes up to 200 percent of the federal poverty level based on family size. See Section III, page 5, for the federal income standards. Districts are advised that the authorization form for TANF 200 percent and the OCFS authorizations for TANF-EAF and Title XX Below 200 Percent support eligibility for FFFS funding.

The eligibility standards for TANF-EAF child welfare services are found in the OCFS Child Welfare Eligibility Manual Chapter 2.

Certain Child Protective Investigative activities are eligible for TANF-EAF without an authorization for TANF-EAF being made, as the activity is considered the first step in making a TANF-EAF authorization. As such, even if the investigation results in an unfounded determination or the district determines it is not necessary to open a services case, the activity can be claimed as a TANF-EAF program cost even though no authorization for TANF-EAF was made. These costs are allocated for districts to the appropriate funding categories by the Services Random Moment Study (SRMS).

Although a district may now use a portion of its FFFS allocation directly to provide child welfare services for families with incomes up to 200 percent of the federal poverty level regardless of whether the family is eligible for EAF, the child welfare claim forms and RMS observations currently do not support such claiming. Special claims forms (LDSS-3922) must be used for FFFS Child Welfare Services for families with incomes up to 200 percent; the project name should be **FFFS CW Direct 2010**. The FFFS allocation may be used directly for EAF or TANF for families within 200 percent of the federal poverty level Child Welfare Services expenditures retroactive to October 1, 2009.

Child welfare services expenditures not reimbursed via the FFFS allocation or FFFS allocation transferred to Title XX (Title XX Below 200 Percent) for child welfare services other than COPS may be eligible for 62 percent State child welfare financing reimbursement subject to the child welfare threshold provisions and performance or outcome based provisions for child preventive services requirements set forth below. The expenditures that are subject to 62 percent State reimbursement will also assist the State in meeting the MOEs and match requirements for Federal Title IV-B, Subpart 1 and 2 funds for child welfare services.

It should be noted that districts may not use a portion of these FFFS allocations directly for Preventive Housing Subsidy costs. These costs are considered assistance under the federal TANF rules, which impact on a family's 60 months funding limitation and the district's reporting requirements. However, a district may choose to transfer a portion of its FFFS allocation to Title XX Child Welfare (Title XX Below 200 Percent) to use for its Preventive Housing Subsidy costs.

Any SFY 2010-11 FFFS funds dedicated to EAF Child Welfare and Child Welfare TANF Direct are to be used for expenditures made from October 1, 2009 through September 30, 2010, and must be claimed by March 31, 2011. Districts may adjust their indicated amount of the FFFS allocation dedicated to EAF Child Welfare Services and Child Welfare TANF Direct **prior to March 31, 2011**. After March 31, 2011, **no** changes to the amount of the FFFS allocation dedicated to EAF Child Welfare Services or Child Welfare TANF Direct can be made, in order for the SFY 2010-11 child welfare services settlement to take place. However, during the settlement process the State may request the district to make a plan amendment in order to maximize federal reimbursement.

c. PINS/Prevention/Detention Diversion Services

A district may choose to use a portion of its FFFS allocation to initiate program modifications and/or to provide services to avoid or reduce detention for juvenile delinquents (JDs) and Persons in Need of Supervision (PINS) of any age. It also may use a portion of its FFFS allocation to provide services to PINS 16 to 17 years of age. Allowable services include, but are not limited to:

- Substance abuse and mental health counseling;
- Services to divert youth at risk of placement in detention programs;
- Services to reduce the length of placement of youth receiving detention services; and
- Preventive and other supportive services to alleged or adjudicated PINS 16 and 17 years of age.

These FFFS funded services may be provided without regard to the family's income, thereby eliminating the need to determine the family's financial eligibility. However, all such services must be related to TANF Purpose 3 – Reduction of Out-of-Wedlock Pregnancy. Pregnancy prevention may be bolstered in a variety of ways, all of which may be components of these in-home services and intervention strategies. For example, pregnancy prevention can be supported by keeping youth in school, increasing educational achievement, obtaining or maintaining employment, expanding independent living skills, counseling and building self-esteem. Youth and family members receiving these FFFS funded services must be citizens or qualified immigrants. In cases involving U.S. citizens, an attestation of citizenship is sufficient. However, for cases involving qualified immigrants, documentation of that status must be secured. Districts may refer to the OCFS *Eligibility Manual for Child Welfare Services, Appendix B, "Immigration Status List"* for definitions of qualified immigrants and acceptable documentation.

PINS/Prevention/Detention Diversion services expenditures must be claimed through the TANF Reporting and Control System (TRACS) using project label **DET PREV FFFS 10**. The costs should be reported in either the non-administration or the administration columns depending on the nature of the expenditures. Districts may also have FFFS funds available that they chose to dedicate to PINS/Prevention/Detention Diversion (DET PREV FFFS 2009) in SFY 2009-10. A separate LCM announcing the availability of SFY 2010-11 PINS/Prevention/Detention Diversion funds will be issued. It is recommended that districts claim against and consider these available balances as they develop their FFFS allocation planning strategies.

PINS/Prevention/Detention Diversion services expenditures not reimbursed via the FFFS allocation or the allocations in the separate LCM may be eligible for 62 percent State child welfare financing reimbursement subject to the child welfare threshold provisions and performance or outcome based provisions for child preventive services set forth below. (Note: The amount of FFFS funds a district dedicated in SFY 2009-10 for PINS/Prevention/Detention Diversion Services is not included in the calculation of the district's child welfare threshold nor will the amount of the FFFS

allocation that a district chooses to use in SFY 2010-11 for such services count toward the district meeting its child welfare threshold.) Those district expenditures for PINS/Prevention/Detention Diversion services that become subject to 62 percent State reimbursement also will assist the State in meeting the MOE requirements for federal Title IV-B, Subpart 1 and 2 funds for child welfare services.

d. Child Welfare Threshold

Districts need to be aware of their portion of the \$342,322,341 statewide Child Welfare Services threshold when determining their FFFS dedications. Under the threshold, to the extent that districts have eligible claims, they must meet the new child welfare threshold through child welfare expenditures under FFFS and FFFS funds transferred to Title XX, in order to receive 62 percent State child welfare services funding for any child protective services; child preventive services other than COPS; after care services; independent living services; and, adoption services and administration costs. Additionally, a district needs to be aware of the performance or outcome based requirements for child preventive services (see below) when determining how much of its FFFS allocation it wishes to transfer to Title XX or to use directly for child welfare services.

The following are counted towards a district's Child Welfare threshold:

- Child Welfare (EAF or 200%) Program,
- Child Welfare (EAF or 200%) Administration,
- Child Welfare Services Directly Funded Under FFFS,
- Title XX Below 200% Child Welfare, and
- Title XX Below 200% COPS.

Each district's SFY 2010-11 child welfare services threshold is set forth in Attachment 5. A district meeting its Child Welfare Services threshold may be eligible for 62 percent State reimbursement after available federal funding for its eligible child welfare expenditures, other than COPS. The SFY 2010-11 child welfare settlement period is for expenditures incurred October 1, 2009 through September 30, 2010, and claimed by March 31, 2011; therefore, the threshold timeframe is also October 1, 2009, through September 30, 2010, in order to be counted towards the district's SFY 2010-11 threshold.

The following example has been developed to demonstrate how the threshold applies:

Pacific District's Gross child welfare services claims for SFY 2010-11 totaled \$11,000,000. Pacific District's child welfare threshold is \$3,100,000. The chart below reflects three scenarios if Pacific District chooses to either meet the child welfare threshold, exceed the child welfare threshold, or not meet the child welfare threshold.

	Meeting Threshold	Exceeding Threshold	Not Meeting Threshold
A. Gross	11,000,000	11,000,000	11,000,000
B. Other Federal	3,500,000	3,500,000	3,500,000
C. Dedicated to Threshold	3,100,000	4,000,000	2,000,000
D. Net of Federal	4,400,000	3,500,000	5,500,000
E. State (62%)	2,728,000	2,170,000	0
F. Local	1,672,000	1,330,000	5,500,000

Net of Federal = A-B-C

In the last example, the district would **NOT** receive State reimbursement since it had sufficient child welfare claims and did not dedicate enough of its FFFS allocation to its child welfare threshold.

NOTE: “Other Federal” includes Title IV-E Chafee Independence Act funding, Title IV-E, Title IV-B Subpart 1, and Title IV-B Subpart 2, where the expenditure has been deemed eligible for the child welfare settlement.

e. Performance or Outcome Based Provisions for Child Preventive Services

In addition to the child welfare threshold, part H of Chapter 57 of the Laws of 2007 enacted performance or outcome based provisions for preventive services provided by districts which require performance or outcome based provisions for Social Services Law (SSL) §409-a preventive services beginning January 1, 2008. The applicable OCFS regulations are set forth in 18 NYCRR section 423.5. In the absence of meeting performance or outcome provisions, OCFS may limit any increase in reimbursement over the amount claimed by the district for the period October 1, 2005 through September 30, 2006 (as claimed through March 31, 2007).

f. Child Welfare Settlement

The SFY 2010-11 child welfare services settlement is based on child welfare expenditures made from October 1, 2009 through September 30, 2010, claimed by March 31, 2011. The amount a district chooses to dedicate out of its FFFS allocation for Title XX Below 200% child welfare services, EAF Child Welfare and Child Welfare TANF Direct Services will be applied to eligible expenditures claimed by March 31, 2011. Other available federal funds for the child welfare settlement include Title IV-E Chafee Independence Act funding, Title IV-E, Title IV-B Subpart 1, and Title IV-B Subpart 2, where the expenditure has been deemed eligible. After the appropriate federal funding is applied against the district’s expenditures for these services from October 1, 2009 through September 30, 2010, that are claimed by March 31, 2011, these expenditures are eligible for 62 percent State reimbursement, subject to the child welfare threshold and performance or outcome based provisions for preventive services.

Also settled during this time are SFY 2010-11 Title XX Adult Protective/Domestic Violence Services, Title XX All Eligible Services, Title XX All Eligible Services Below 200% Adult Protective/Domestic Violence Services, and Title XX All Eligible Services Below 200% non-Adult Protective/Domestic Violence Services. In regard to Adult Protective/Domestic Violence Services, after the appropriate federal funding is applied against the district's expenditures for these services from October 1, 2009 through September 30, 2010, that are claimed by March 31, 2011, these expenditures are eligible for 49 percent State reimbursement. In regard to Title XX All Eligible Services Below 200% non-Adult Protective/Domestic Violence Services, after the appropriate federal funding is applied against the district's expenditures for these services from October 1, 2009 through September 30, 2010, that are claimed by March 31, 2011, these expenditures are not eligible for State reimbursement. However, during the settlement process, the State may request a district to make a plan amendment in order to maximize federal reimbursement.

6. Foster Care Services

a. EAF JD/PINS (Foster Care/Tuition)

A district may use a portion of its FFFS allocation for expenditures for the care, maintenance, supervision and tuition of Juvenile Delinquents (JDs) and Persons in Need of Supervision (PINS) who are placed in residential programs operated by authorized agencies and who are eligible for EAF. These expenditures may be made under the PRWORA's "*grandfather*" provisions that allow payments for programs previously paid under the Title IV-A program in effect in 1995. Payments under the FFFS allocation for JDs and PINS in foster care are only eligible for cases authorized as EAF pursuant to the instructions in the OCFS Child Welfare Eligibility Manual, Chapter 2. The non-federal share of these EAF JD/PINS expenditures may not be counted towards TANF-MOE.

Any SFY 2010-11 FFFS funds dedicated to EAF JD/PINS foster care and tuition are to be used to reimburse expenditures made from October 1, 2009 through September 30, 2010, and claimed by March 31, 2011. After March 31, 2011, **no** changes to the amount of FFFS allocation dedicated to EAF JD/PINS foster care and tuition can be made.

Expenditures that a district opts not to reimburse with FFFS funds will be subject to State reimbursement to the extent of the district's SFY 2010-11 Foster Care Block Grant (FCGB) allocation. OCFS has issued a separate LCM (10-OCFS-LCM-05) that sets forth the districts' FCBG allocation and the rules governing those funds.

b. New York City EAF Foster Care Tuition Costs

New York City may use a portion of its FFFS allocation to fund EAF-eligible foster care tuition expenditures under the PRWORA "*grandfather*" provision that allow payments for programs previously paid under the Title IV-A programs in effect in 1995. Payments under the FFFS allocation for NYC EAF foster care tuition expenditures are eligible only for cases authorized as EAF pursuant to the instructions

in the OCFS Child Welfare Eligibility Manual, Chapter 2. Foster care tuition expenditures are not counted towards TANF-MOE. Expenditures that NYC opts not to reimburse with FFFS funds will be subject to State reimbursement to the extent of NYC's FCBG allocation.

Any SFY 2010-11 FFFS funds NYC dedicates to reimburse EAF foster care tuition is to be used for expenditures made from October 1, 2009 through September 30, 2010, and claimed by March 31, 2011. After March 31, 2011, **no** changes to the amount of FFFS allocation dedicated to EAF JD/PINS foster care and tuition can be made.

NOTE: Separate TANF Reimbursement for EAF Foster Care Services

A district may **NOT** use its FFFS allocation for any other EAF Foster Care Services. Instead, the TANF foster care swap provisions continue in the SFY 2010-11 Enacted State Budget. The TANF funds that are available to districts for PA benefits will be used to reimburse the districts for 100 percent of their EAF foster care services expenditures other than their EAF JD/PINS expenditures and NYC EAF foster care tuition costs. These TANF funds are separate from the FFFS allocation. Federal financial participation in the costs of eligible PA expenses will be reduced dollar for dollar to the extent TANF funds are provided for these EAF foster care services costs.

Since TANF related administration is used when necessary to complete the PA/Foster Care swap, there is a possibility that the process may continue when needed in order to meet the TANF MOE requirements. Districts need to include that possibility as part of their evaluation of the use of the FFFS dollars.

7. Other TANF Eligible Programs

a. Child Care

The SFY 2010-11 Enacted State Budget includes separate Federal and State allocations for child care services. OCFS will issue a separate Local Commissioners Memorandum that sets forth the districts' child care allocations and the rules governing those funds. However, a district may choose to supplement its child care allocation by transferring a portion of its FFFS allocation to the CCDF. A district may transfer up to 34 percent of its FFFS allocation to the CCDF and Title XX combined, with no more than 25 percent of its FFFS allocation being transferred to Title XX. As previously discussed in the Background section of this ADM, a review of the statewide total amount of the transfers will be completed when all plans are submitted and exceptions to the maximum percentages may be considered on an individual district basis.

A district may only fund child care services costs with FFFS funds by transferring those funds to the CCDF. Any FFFS funds that are transferred to the CCDF are governed by the Federal and New York State Child Care Block Grant (NYSCCBG) rules for such funds, including the five percent cap on funding for administrative activities. Eligibility is determined and expenditures are reported and claimed in the same manner as NYSCCBG Claims.

Any FFFS funds transferred to the CCDF from a district's SFY 2010-11 FFFS Allocation may be used for expenditures for the period October 1, 2009 through September 30, 2010 (FFY 2009-10) and/or for the period October 1, 2010 through September 30, 2011 (FFY 2010-11). Any FFY 2009-10 funds transferred to the CCDF must be claimed by March 31, 2011. Any FFY 2010-11 funds transferred to the CCDF will be subject to the claim deadlines for the FFY 2010-11 NYSCCBG.

b. Non-Residential Domestic Violence Services

The SFY 2010-11 enacted State Budget includes a separate State allocation for Non-Residential Domestic Violence Services. OCFS will issue a separate Local Commissioners Memorandum that sets forth the district's Non-Residential Domestic Violence Services allocations and the rules governing those funds. However, a district may choose to supplement its Non-Residential Domestic Violence Services allocation by dedicating a portion of its FFFS allocation to Non-Residential Domestic Violence Services. Additional Non-Residential Domestic Violence Services funding may be used for core and/or optional services provided by approved Non-Residential Domestic Violence Services Programs only. For a complete list of approved non-residential domestic violence services programs, refer to the OCFS website at www.ocfs.state.ny.us. Any SFY 2010-11 FFFS allocation dedicated to Non-Residential Domestic Violence Services is to be used for expenditures made from October 1, 2009 through September 30, 2010, and claimed by March 31, 2011. Districts may adjust their indicated amount of the FFFS allocation dedicated to Additional Non-Residential Domestic Violence Services prior to March 31, 2011. After March 31, 2011, no changes to the amount of the FFFS allocation dedicated to Additional Non-Residential Domestic Violence Services can be made for the SFY 2010-11 Adult Protective/Domestic Violence Services settlement to take place.

c. State Administered Programs/Contracts

In past years the State Budget included special appropriations to support a variety of programs and services administered at the State level. These included, but were not limited to the Bridge and Wheels for Work Programs. The SFY 2010-11 Enacted Budget eliminated or reduced funding amounts for many of these programs. In the absence of other resources, some of these programs will end while others will be forced to move forward with reduced capacity or a limited scope of service. A list of these programs and the status of each is contained in Attachment 7. A county specific welfare-to-work provider list can be found on OTDA's website in the New & Public Information section.

Districts interested in supporting these initiatives with FFFS may do so in one of two ways:

1. Local Agreement – districts may enter into an agreement directly with an existing provider.
2. Revenue Intercept – districts can request that OTDA withhold a portion of their FFFS to support the State administered program/contract. OTDA or OCFS, as appropriate, will consult with the districts and make the necessary modifications to the State

contract documents. Any FFFS funds used are subject to the same terms and conditions outlined in the RFP that these organizations were selected through. OTDA or OCFS staff, as appropriate, will continue to be responsible for monitoring the contract and will provide districts with the results of monitoring visits, reports and performance activity.

To obtain specific information about a particular program or contract please contact the representative listed on Attachment 7.

Districts opting to support State Administered contracts with FFFS funds identified on line 8 of the Plan must complete the Revenue Intercept Authorization. This Authorization is incorporated into the FFFS Plan file in Microsoft Excel[®]. The Authorization must list the programs, providers, and the amount of funding to be reserved for each contract. It is not necessary to print, sign, and fax or mail the completed Authorization to OTDA, but it is necessary to complete the Authorization prior to sending the Plan for approval. Please refer to the FFFS Plan instructions for additional details regarding completion of the Revenue Intercept Authorization.

Districts choosing the revenue intercept option would complete the State Administered Contract List in the FFFS Plan file.

8. Administrative Costs

A district may use a portion of its FFFS Allocation for administrative costs associated with TANF benefit assistance and services subject to the following guidance. Districts need to ensure costs are allocated to benefiting programs when more than one program is involved in a particular activity whether done by district staff or contractor staff. If districts choose to engage contractors to provide services, they are reminded that they need to obtain assurances from providers that the costs being charged to TANF are done pursuant to an appropriate cost allocation methodology. Cost allocation rules are contained in the Fiscal Reference Manual, Volume 3 for districts other than NYC and Volume 4 for NYC and in Federal Circular OMB A-87 for districts, OMB Circular A-122 for non-profit organizations other than hospitals and institutions of higher education, or those specifically excluded, are governed by OMB Circular A-122 or OMB Circular A-21 for Education Institutions and for-profit organizations by 48 CFR 31.

Guidance on Administrative Costs 15 Percent Rule

The maximum amount the **State** can spend on administration against the TANF Block Grant after transfers to other block grants is 15%. For SFY 2010-11, based on the total projected administrative costs against TANF, local social services districts may budget a maximum of 23% in TANF and Child Welfare administration against their FFFS plans. As the Federal Fiscal Year closes, should it be deemed that additional TANF and Child Welfare admin can be allowed, local districts will be notified.

Administrative expenditures should be scrutinized to ensure that they are properly classified as a program cost or an administration cost for TANF purposes. Fiscal Reference Manual Volumes 3 & 4, Chapters 5 & 10 contain additional information

related to the distinction between TANF program and administration. In addition, a matrix illustrating these distinctions is contained in 05 ADM-11 and 06 ADM-08. If applicable administrative costs are not being properly classified as program costs according to the TANF definitions, expenditures reported as TANF administration could be inflated, hampering a district's ability to use FFFS for administrative costs in light of the 15% cap.

TANF Administrative Costs

FFFS allocations may be used to pay for administration claims beginning with the January –March 2010 quarter provided the FFFS SFY 09-10 plan is revised so that the end date for the FFFS SFY 09-10 plan components that are claimed through the RF2A package is December 2009. Claims are applied to FFFS allocations based on the effective dates established by the districts in their FFFS plans. The criteria defining the claims that liquidate each category of the FFFS allocation on the FFFS ceiling report are contained in claim schedule mappings that will be sent to local district Finance offices once the revised ceiling report for SFY 10-11 is available.

Child Welfare Administrative Costs

Any SFY 2010-11 FFFS funds dedicated to Child Welfare Administration are to be used for expenditures from October 1, 2009 through September 30, 2010, and must be claimed by March 31, 2011. Districts may adjust their indicated amount of the FFFS allocation dedicated to Child Welfare Administration prior to March 31, 2011. After March 31, 2011, no changes to the amount of the FFFS allocation dedicated to Child Welfare Administration can be made, in order for the SFY 2010-11 child welfare services settlement to take place. However, during the settlement process the State may request a district to make a plan amendment in order to maximize federal reimbursement.

If districts choose to engage contractors please refer to the Administrative Costs section above for cost allocation information.

9. Local Share of Family Assistance

Districts may use the SFY 2010-11 FFFS allocation to fund the local share of Family Assistance expenditures October 1, 2010 - September 30, 2011. If a district chooses to allocate funds for this purpose, the amount claimed on the Schedule A Line 7, Columns 3, 4, 5 and 11 will be used to liquidate the amount allocated to this category on the FFFS plan. Amounts reported in these cells on the Schedule A that are in excess of the amount allocated will remain local share.

B. TANF Maintenance of Effort (MOE) Requirements

Under the Federal TANF law, New York State must continue to meet its requirement to spend State and local dollars (75% of State spending as of the 1994 base year or \$1.7 billion annually as long as work participation rate requirements are met, but increasing to 80% of base year spending or by \$114 million if the State fails to meet work participation

rate requirements). For FFY 2010, New York State once again qualified for additional federal funding through the TANF Contingency Fund. This requires a 100% MOE as well as a state match for the contingency grant based on the State's applicable FMAP (Federal Medical Assistance Percentage) for the fiscal year for which the contingency funds are awarded. Finally, State appropriation language requires that local plans show gross amounts spent related to the FFFS Allocation programs. For these reasons, the FFFS Plan has columns for gross and federal shares. The inclusion of MOE countable State and local shares, along with the federal share in the gross column, will assist OTDA in projecting MOE countable expenditures.

The local and State funded portions of the following programs are eligible to be MOE countable:

- TANF Programs such as Family Assistance (including child support pass-through);
- TANF Services and Employment Programs;
- Child Care (however not for Contingency funds);
- Administration (up to 15 percent);
- Safety Net Assistance FFP; and
- Safety Net Assistance for former Family Assistance Recipients who exceed the Five Year Time Limit and Safety Net Assistance for Aliens who lost Eligibility Solely Due to PRWORA.

C. FFFS Liquidation Requirements

While districts have three years to fully liquidate their FFFS allocation, they must submit claims according to the Federal and State deadlines applicable to the expenditure period and category. For example, expenditures funded with FFFS for the period October 2009 through September 2010 must be obligated by September 30, 2010 and liquidated by September 30, 2011. In order for the State to determine the amount of un-liquidated FFY 2010 obligation to be re-obligated against FFY 2011 TANF funds, applicable claims must be finalized by June 30, 2011. Therefore, FFFS plan revisions for expenditure periods prior to October 1, 2010 cannot be approved after June 30, 2011. Consequently, claims for expenditures prior to October 1, 2010 must be submitted by June 30, 2011. However, SFY 2009-10 FFFS allocations may still be used for subsequent expenditure periods until the final allocation liquidation deadline of March 31, 2012. Any SFY 2010-11 FFFS funds dedicated to Child Welfare, Title XX Transfer, Foster Care Services, and Non-Residential Domestic Violence Services are to be used for expenditures made from October 1, 2009 through September 30, 2010, and claimed by March 31, 2011.

Please note that districts must liquidate the full amount of their SFY 2008-09 FFFS allocations that were rolled to their SFY 2009-10 plan by March 31, 2011, the SFY 2009-10 FFFS allocations by March 31, 2012, and the SFY 2010-11 FFFS allocations by March 31, 2013.

V. Required Action

A. 1. The FFFS Plan File

New for State Fiscal Year (SFY) 2010-11 FFFS Plan processing, OTDA will support a central SharePoint® FFFS site. District staff will use this site to complete, submit, revise, and view their FFFS Plans. OTDA and OCFS staff will use this site to upload the initial plans for 2010-11, receive, review, and approve or return to districts plans that require further clarification. The site houses FFFS and TRACS 2 resources such as ADMs, user guides and related useful information. The FFFS site automates and streamlines FFFS plan processing through systemic e-mail notifications at critical points in the planning process including plan approval, storing the plan history and supporting the plan working copy that is readily available for district revision. SharePoint® FFFS Plan site user instructions for FFFS Plan processing are provided as Attachments 4a.-4d.

As in previous years, a file has been developed in Microsoft Excel® which allows districts to complete the fiscal requirements of the FFFS Plan (see Attachment 2). Please note, SFY 2010-11 FFFS Plan Templates are available in each local district's SharePoint® folder for completion. Basic plan information, including the district's allocation, has been entered. **Attachment 2 is a sample only.** The application incorporates various documents into one file and automatically transfers data from a single source to the different pages of the plan. The file contains a data entry section for district information, allocations and program periods, Summary and Detail FFFS Plan reports, a listing of State Administered Programs/Contracts, an authorization for Revenue Intercept(s), and the Plan Certification. Instructions for completing the FFFS Plan file are contained in Attachment 3.

Districts must submit their 2010-11 FFFS Plans via SharePoint by September 3, 2010.

OTDA plan related questions should be directed to Christine Insull at the telephone number or e-mail address listed on the first page of this Directive.

Plan development and submissions for OCFS related costs are through the Integrated County Planning or Consolidated Service Planning requirements found in 06 OCFS-LCM-05. For questions on OCFS plan issues, please contact the appropriate OCFS Regional Office. Contact individuals for all other issues are noted on the first page or in the body of the ADM.

2. The TANF Reporting and Control System 2 (TRACS 2)

The TANF TRACS 2 system is an Internet based application that allows districts to provide program information and to report families served and outcome data for Services and Employment projects funded with FFFS funds. Districts that allocate FFFS funds from either their SFY 2009-10 or SFY 2010-11 funding to Services projects (FFFS Plan Detail screen Lines 1a. and/or 1b. and Line 2) and/or to Employment programs (FFFS Plan Detail screen Line 3a. and/or 3b.) must use TRACS 2 to provide basic information on each project. In addition, districts must enter Drug and Alcohol Assessment information and report the number of Non-Custodial Parents participating in work activities. To assist district staff, approved 2009 TRACS 2 Plans have been copied into new 2010 TRACS 2 Plans. The new plans are labeled **2010 OTDA FFFS Plan-Active**. District staff must review and update the 2010 TRACS 2 Plans, as appropriate. TRACS 2 detailed instructions are available on the TRACS 2 main page – "Instructions."

Although districts may choose to operate program periods that are outside of the SFY and reflect these periods on the FFFS Plan Detail Page, information entered and data reported on the 2010 TRACS 2 Plans must reflect the actual project budget and corresponding outcomes for the SFY: April 1, 2010-March 31, 2011 period.

The TRACS 2 Project Information data entry page has been modified to accommodate entry of a **Project Budget for SFY 2010-11** and a **Total Project Budget**.

Project Budget: Districts must enter the FFFS funds from current or prior year allocations that they plan to use to support the project for the twelve month SFY April 1, 2010 – March 31, 2011.

Total Project Budget: In this area, districts must enter the total amount budgeted for the entire project period (which may be a different time period than the SFY). For those districts that intend to operate the project for the SFY April 1, 2010-March 31, 2011 period, this will be the same number as is listed in the Project Budget line. The Total Project Budget Number will be different than what is listed in the Project Budget line for those districts who plan to extend their projects beyond the end of the SFY (i.e. 18 month project).

Note: The Project Period must be within the FFFS Project Period (Start Date-End Date) entered on the Employment Services Program (line 3a.) and TANF Services Program (line 1a.) of the FFFS Plan TANF Allocation Plan Data Page.

Example: Pearl County plans to fund a Services project that will end in June 2011, beyond the end of SFY 2010-11.

The Total Project budget for this project (April 1, 2010 – June 30, 2011) is \$100,000. The portion of that budget to support the program through the end of the SFY March 31, 2011 is \$80,000. In TRACS 2, the Project Budget entered is \$80,000. The 2010 TRACS 2 reporting that is done monthly reflects activities that are supported by the \$80,000. Monthly TRACS 2 reporting by staff at Pearl County provides a vehicle to determine costs per family served in this project. Furthermore, there is a direct relationship between that cost and the performance outcomes reported. Pearl County staff would enter the Total Project Budget amount of \$100,000.

Reporting Considerations:

- Monthly Reporting of families served and outcome measures associated with the 2010 TRACS 2 Plan is for the SFY April 2010 – March 2011. Districts should collect and retain program data until such time that their 2010 TRACS 2 Plan is approved by OTDA. At such time, districts should report for past months.
- Reporting on Drug/Alcohol Assessments and Non-Custodial Parents participating in work activities is NOT associated with a plan year. Data should be entered on an ongoing monthly basis in TRACS 2.
- To become an authorized user of TRACS 2, contact your local LAN Administrator or local Entitlement Administrator.

Instructions for getting to the TRACS 2 application are as follows:

Internet – Click on *Internet Explorer* (using other browsers may adversely affect your ability to navigate and enter data); access the New York State OTDA Internet Home Page (<http://www.otda.state.ny.us>); click on “Resources and Data”; scroll down to the TANF Reporting and Control System 2 (TRACS 2); click on the TRACS 2 link; enter your Username and TRACS or TRACS 2 password into the Nyenet logon page.

Intranet – Click on *Internet Explorer* (using other browsers may adversely affect your ability to navigate and enter data); access the New York State Human Services Intranet Site (<http://sdssnet5>); enter the URL for the New York State OTDA Internet Home Page (<http://www.otda.state.ny.us>) or click on link at top; click on “Resources and Data”; scroll down to the TANF Reporting and Control System 2 (TRACS 2); click on the TRACS 2 link; enter your Username and TRACS or TRACS 2 password into the Nyenet logon page.

Centraport – Enter the Centraport Home Page; Click on Applications, then click on the “TRACS 2” button.

Contact individuals for TRACS 2 are listed on the first page of this ADM.

B. District Certification

As part of the FFFS Plan, each district is required to provide a certification which constitutes the district’s assurances that the programmatic and fiscal requirements that are necessary for proper program administration and accountability will be maintained. This certification constitutes an acceptance by the district to be bound by the assurances, including the provision of all statutorily required services and activities, and an agreement to bear full responsibility for implementation of programs in accordance with the applicable federal and State statutory and regulatory requirements. The certification is contained in the FFFS Plan application.

Statutorily required services and activities include, but are not limited to:

- basic eligibility;
- substance abuse and domestic violence screening and assessments;
- services for victims of domestic violence;
- child support referrals;
- employment requirements, including conducting employability determinations and assessments, achieving federal work participation rate requirements and complying with federal work verification requirements;
- proper notices;
- conferences and fair hearings;
- determining eligibility within application timeframes;
- special allowances;
- emergency and immediate needs;
- guaranteed child care services;
- foster care services;
- mandated child prevention services; and
- child protective services.

C. Claiming Instructions

Districts will continue to report their expenditures via the RF-2 and RF-2A claiming packages in the Automated Claiming System, the LDSS-3922 (rev date 12/00) Reimbursement Claim for Special Projects, or TRACS. Claiming instructions are contained in Fiscal Reference Manual Volumes 2, 3 and 4 available on the OTDA intranet site at <http://otda.state.ny.net/bfdm/>. Fiscal Reference Volume 3 is “Rest of State” and Volume 4 is “NYC.” The FFFS ceiling reports are available in each district’s county folder (go to this link and select your county: [\\mscotda0a1ah\county](http://mscotda0a1ah.county)). For access to TRACS claiming, contact your local LAN Administrator or local Entitlement Administrator.

A desk reference guide is provided as Attachment 6 which provides programs, claiming methods, TRACS labels, dates for claiming, and Plan revision submission dates for 2010-11 plans.

D. FFFS Plan Amendments

The 2010-11 FFFS Plans, as well as the 2009-10 FFFS Plans, may be amended during the course of the fiscal year as districts perceive the need to make service adjustments subject to the limitations set forth in this document. The exceptions to this provision are the amount of the CCDF and Title XX transfers for expenditures made from October 1, 2009 through September 30, 2010. The FFY 10 CCDF and Title XX transfers may not be adjusted once the district’s final FFFS Plan is approved. As noted previously, a district may transfer SFY 2010-11 FFFS funds to CCDF for FFY 10 and FFY 11. Districts may amend their FFFS transfers to the CCDF for the FFY 2011 period until March 31, 2011.

Any SFY 2010-11 FFFS funds dedicated to reimburse EAF JD/PINS, NYC foster care tuition, EAF Child Welfare, including Child Welfare TANF Direct, and Non-Residential Domestic Violence Services are to be used for expenditures made from October 1, 2009 through September 30, 2010, and claimed by March 31, 2011. After March 31, 2011, **no** changes to the amount of FFFS allocation dedicated to EAF JD/PINS, NYC foster care tuition, EAF Child Welfare, including Child Welfare TANF Direct, nor Non-Residential Domestic Violence Services can be made.

Please note that any district that had a rollover of the SFY 2008-09 FFFS allocation to the SFY 09-10 plan must liquidate the full amount by March 31, 2011, the SFY 2009-10 FFFS allocations by March 31, 2012, and the SFY 2010-11 FFFS allocations by March 31, 2013.

Each year’s plan is a standalone document and continues to be active until all funds associated with that plan are either expended and claimed or rolled over into the following year’s plan. A district must notify OTDA of any changes to its plan(s) within 30 days of implementing the change by submitting a revised Plan through the new SharePoint Process. As always, the revised Plan(s) will be reviewed jointly by OCFS and OTDA. Please note, of emphasis for 2010-11, any plan revision(s) that a district makes to their FFFS Plan must also include any necessary changes to the TANF funded Services Projects or TANF funded Employment Programs on TRACS 2.

Revisions to a FFFS Plan cannot be approved until any necessary corresponding changes are made to the TRACS 2 Plan and submitted.

NOTE: Please refer to the 2010-11 FFFS Plan instructions (Attachment 3) for details regarding how to clear previously entered plan information and how to prepare the file for submitting an amendment. The plan amendment process and forms to be used for 2009-10 FFFS plans are set forth in 09-ADM-12. Districts that had rollover funds from their 2008-09 FFFS must use the revised 2009-10 rollover plan templates when revising their 2009-10 Plans.

E. Reporting and Accountability

1. SFY 2010-11 Performance and Accountability Requirements

As noted in the Background section OTDA must provide on its website quarterly performance and expenditure data by county for programs funded with FFFS. The performance and accountability requirements also apply to TANF funded contract programs administered at the State level as well as allocations made to districts.

OTDA will continue to use existing reporting mechanisms such as the Welfare Management System (WMS), the Welfare to Work Caseload Management System (WTWCMS) and the New York City Work, Accountability and You (NYCWAY) system for NYC to meet the FFFS Performance and Accountability requirement. However, districts are required to enter and/or update Services and Employment Services Project information into the TRACS 2 and to report families served and outcomes for TANF Services Projects for services funded with 2009-10 and 2010-11 FFFS. Certain Employment Programs outcomes, number of TANF and Safety Net Assistance MOE Drug/Alcohol Assessments, number of Safety Net Drug/Alcohol Assessments and number of Non-Custodial Parents participating in work activities also must be reported on TRACS 2.

Using the data sources noted above, OTDA will develop Performance and Accountability Matrices that are posted on the OTDA website. The 2010-11 Matrix will be updated quarterly based upon monthly data. Detailed information on the reporting required on TRACS 2 is outlined below.

OCFS advised districts of performance requirements for Preventive Services via 07-OCFS-LCM-12. No additional performance requirements for OCFS programs funded by FFFS were established for SFY 2010-11.

Services Projects

TANF funded Services Projects are designed to provide districts with flexibility in delivering services to families in receipt of public assistance and low-income families with income at or below 200% of poverty. Depending on local needs, districts may direct TANF funding to a variety of projects.

As part of this SFY 2010-11 FFFS Plan submission, each district that allocates FFFS funds to a Services project(s) must enter or revise information for each project in their TRACS 2 2010

Plan. Districts must also choose at least one outcome measure per project from the standard TRACS 2 list. Note, the Enhanced Domestic Violence project type has two required outcome measures.

To meet the Performance and Accountability reporting requirement districts must enter the number of families served for each month [broken out by PA (TANF and SN MOE Families) or 200% of Poverty] for each Services project included in the district's 2010-11 TRACS 2 plan. If no families are served the district must enter zeros for the month.

Project outcomes must be entered into TRACS 2 by the 15th of the month following the reporting month. Districts must report monthly on at least one outcome measure per project. If no outcome measures are achieved for the reporting month, the district must enter a zero. Available outcome measures are included on pages 26-30 of the TRACS 2 Instructions. These instructions are accessible by clicking on Instructions on the TRACS 2 main page. Please note that performance/outcome results are for the activity that occurs during the reporting month. In order to have consistent reporting, the number of families reported each month is to be unduplicated within each project. A family that is served more than once per month in a project should be counted only once. A family that receives services from more than one project in a month should be counted once per month in each project.

Districts are required to enter monthly in TRACS 2 the number of TANF and Safety Net Assistance MOE Drug/Alcohol Assessments, the number of Safety Net Drug/Alcohol Assessments and the number of Non-Custodial Parents participating in work activities. The requirements for reporting families served and outcomes for Employment Programs are described below.

Drug and Alcohol Assessment and Monitoring

Many districts utilize FFFS funds for the costs of assessing TANF clients for drug and alcohol abuse and for monitoring the client's attendance and progress in mandated substance abuse treatment. Since assessments are conducted only for those individuals identified as appropriate for assessment there is no established goal. Performance data for Drug and Alcohol Assessment and Monitoring must be reported on TRACS 2 and the number of individuals identified as having substance abuse problems will be identified by WMS employability codes.

(Please note that Safety Net Assistance non-MOE drug and alcohol assessments should be reported on TRACS 2 but will not be included in the Performance and Accountability Matrices).

Drug and Alcohol Assessment reporting must be done on TRACS 2.

Please direct any program questions to the Temporary Assistance Bureau at (518) 474-9344.

Statutory Domestic Violence Liaison (DVL)

Districts often use FFFS funds for the costs associated with providing at least one trained DVL. The tasks of the DVL are: to perform a credibility determination and assessment of the

applicant/recipients DV claim; determine the need for waivers of specific PA requirements that may place the victim and or the children at risk or make it more difficult for them to escape an abusive situation; to refer the victim to appropriate services depending on their situation; and to enter the information into WMS via the DV subsystem. Performance of these tasks is the goal. Performance data comes from the DV reporting subsystem of WMS.

Please direct any program questions to the Temporary Assistance Bureau at (518) 474-9344.

Employment Services Programs

TANF funded Employment Programs are designed to provide districts with flexibility in delivering specialized employment services to TANF-eligible families in receipt of public assistance and low income families below 200% of poverty determined to be TANF eligible in accordance with 00-LCM-20. Depending on local needs, districts may direct TANF funding to a variety of employment programs as specified in their FFFS Plan. Please note that districts should include funds budgeted for Employment Administration (line 3b.) unless the district is fully contracting out the employment function.

Each district that allocates funds to those specified TANF funded Employment Program or Programs (lines 3a. and/or 3b. of the FFFS Plan Detail Page) must enter/revise information for each program on TRACS 2.

For most employment program areas districts are not required to report new outcome information as data already collected (via WTWCMS for all districts other than NYC and NYCWAY system for NYC) and reported will be used to evaluate district employment efforts, whenever possible. For example, OTDA will continue reporting elements such as number of individuals assessed, individuals engaged, individuals counting toward work participation rates and employment entries.

Participation in employment programs, including paid and unpaid work activities, for the purpose of calculating the federal participation rate must continue to be reported using existing reporting mechanisms (WTWCMS for all districts other than NYC and NYCWAY system for NYC). Requirements for documenting and reporting hours of participation in work activities for households with children are detailed in 08-ADM-07.

To meet the Performance and Accountability reporting requirement, districts must enter the transaction based counts (or zero) for the outcome measures associated with the following three programs: Employability Determinations-Disability Determinations; Transportation Supports; and Outreach/Re-engagement Noncompliant Adults. Outcomes must be reported on TRACS 2.

For the following two programs only the number of families served (or zero) must be reported on TRACS 2: Subsidized Employment Programs and Employment Services for Youth (including SY). Families served must be broken out by TANF/SNA MOE or 200% of Poverty.

For the following six programs no additional outcome information beyond using existing systems (WTWCMS and NYCWAY) will be required, and, therefore, for these six programs,

no outcome information is to be reported on TRACS 2: Assessment and Employability Planning; Educational and Training Activities; Specialized Employment Services; Case Management and Monitoring for Nonexempt and Exempt Adults; General Employment Services; and Job Placement and Retention Services.

To have consistent reporting, the number of families reported each month is to be unduplicated within each project. A family that is served more than once per month in a project should be counted only once. A family that receives services from more than one project in a month should be counted once per month in each project.

2. Non-Custodial Parents Participating in Work Activities

Section 103 of PRWORA requires states to report, on a monthly basis, the number of non-custodial parents participating in TANF or SNA MOE funded federal work activities, as defined in section 407(d) of the Social Security Act.¹ Failure to report in an accurate and timely way on this and other data elements can result in large financial penalties that could severely limit the amount of TANF funding for programmatic purposes. See 00-LCM-20 for conditions governing the provision of TANF funded services to non-custodial parents.

As a result of this requirement, and, because most or all districts use some of their FFFS allocation to support federal work activities, districts are required to enter into TRACS 2 the monthly unduplicated number of non-custodial parents participating in work programs funded through FFFS. If a non-custodial parent is served in more than one month, include them for every month they are served. If no non-custodial parents are served in a month, enter zero for that month. Information on non-custodial parent status can be obtained directly from the program participant or from the LDSS-4726 *TANF Services Application/Certification*, either from the cover sheet or from question F in Section 1. In the latter instance clients may not be required to answer question F if they qualify for services in some other way.

Please note that there are two situations for which a district does not need to include a participating non-custodial parent in the report. First, it is not necessary to include non-custodial parents who are verified as active in a Family Assistance or Safety Net Assistance case containing a minor child. Second, districts do not have to report non-custodial parents served by state contracted providers, to whom you are allocating FFFS funds, since these providers are required to report directly to the state on the number of non-custodial parents served.

Monthly reporting of all other Non-Custodial Parents participating in FFFS funded work activities must be completed on TRACS 2.

¹ Include non-custodial parents participating in any of the following activities: (1) unsubsidized employment; (2) subsidized private sector employment; (3) subsidized public sector employment; (4) work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available; (5) on-the-job training; (6) job search and job readiness assistance; (7) community service programs; (8) vocational educational training (not to exceed 12 months with respect to any individual); (9) job skills training directly related to employment; (10) education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency; (11) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and (12) the provision of child care services to an individual who is participating in a community service program.

3. Other Reporting Requirements

For programs funded as Title XX Below 200 Percent, FFFS Direct Child Welfare Services, Child Care, EAF JD/PINS, EAF NYC Tuition and PINS/Prevention/Detention Diversion Services, the planning requirements will be met through the district's Child and Family County Service Plan.

VI. Systems Implications: None

VII. Effective Date: Immediately

Issued By:

Name: Russell Sykes
Title: Deputy Commissioner, Center for Employment and Economic Supports
Division/Office: NYS Office of Temporary and Disability Assistance

Name: Thomas S. Tipple
Title: Deputy Commissioner for Administration
Division/Office: NYS Office of Children and Family Services

**Flexible Fund for Family Services
2010-11
Allocations**

DISTRICT	2010-11 FFFS
Albany	\$13,786,196
Allegany	\$3,189,573
Broome	\$8,442,296
Cattaraugus	\$4,240,371
Cayuga	\$3,819,197
Chautauqua	\$5,373,656
Chemung	\$4,587,140
Chenango	\$2,346,608
Clinton	\$3,324,446
Columbia	\$3,258,836
Cortland	\$2,384,826
Delaware	\$1,470,967
Dutchess	\$8,478,172
Erie	\$47,177,445
Essex	\$1,601,610
Franklin	\$2,469,601
Fulton	\$3,024,622
Genesee	\$2,103,650
Greene	\$2,502,601
Hamilton	\$180,251
Herkimer	\$2,388,605
Jefferson	\$5,187,198
Lewis	\$1,290,124
Livingston	\$2,800,859
Madison	\$2,143,215
Monroe	\$29,235,560
Montgomery	\$1,852,507
Nassau	\$22,848,375
Niagara	\$8,764,186
Oneida	\$11,968,244
Onondaga	\$21,845,129
Ontario	\$3,190,225
Orange	\$12,743,775
Orleans	\$1,681,160
Oswego	\$6,455,665
Otsego	\$2,386,954
Putnam	\$1,536,763
Rensselaer	\$5,452,477
Rockland	\$10,735,880
St Lawrence	\$5,663,586
Saratoga	\$4,167,937
Schenectady	\$7,340,197
Schoharie	\$1,830,192
Schuyler	\$953,556
Seneca	\$2,207,161
Steuben	\$5,079,686
Suffolk	\$39,169,615
Sullivan	\$3,071,917
Tioga	\$2,060,125
Tompkins	\$3,551,700
Ulster	\$6,918,639
Warren	\$1,817,266
Washington	\$1,925,794
Wayne	\$3,425,701
Westchester	\$39,395,872
Wyoming	\$1,688,876
Yates	\$947,845
NYC	\$550,515,370
Total	\$960,000,000

FFFS SharePoint link: <http://sharepoint.otda.state.ny.net/applications/FFFS/Shared%20Documents>

Note that you may be prompted to log in to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen\' before your user name during log in.

ATTACHMENT 2

FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2010-2011

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver 072210)

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Introduction

A file application was developed in Microsoft Excel® that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file is macro driven to check errors in the data entry of program information, to permit navigation between various pages and reports of the application package, and to automatically transfer plan data from a single source to different plan reports. This increases the efficiency of the plan process, eliminates the need for repetitive data entry, and reduces the potential for error.

As mentioned above, the plan application is macro driven. With the exception of the Main Menu, the macro buttons are located in the upper left or upper right hand corner of each screen. If the buttons are not visible, scroll to the left or right of the screen to locate the buttons.

The plan application contains several edits throughout the file which assist in ensuring the information entered is correct. These edits appear as pop up dialog boxes if any of the information entered does not comply with FFFS requirements. To review a list of errors that may be encountered and resolution of these errors, reference the section labeled **Error Messages and Troubleshooting** which can be found at the end of this document .

The macros are most efficient if the plan is completed as indicated in these instructions. To avoid errors that will invalidate the macros, please adhere to the following:

- **DO NOT copy and paste cells.**
- **DO NOT cut and paste cells.**
- **DO NOT insert rows.**
- **DO NOT delete rows.**

Prior to saving the plan application, RETURN TO THE MAIN MENU. This will ensure the Main Menu is displayed the next time the file is opened.

Getting Started

New for 2010: During the FFFS 2010 – 2011 plan year, submission, revisions and corrections to the application file will be made in SharePoint. Please refer to the separate SharePoint instructions on how to open, access, edit or save the plan application.

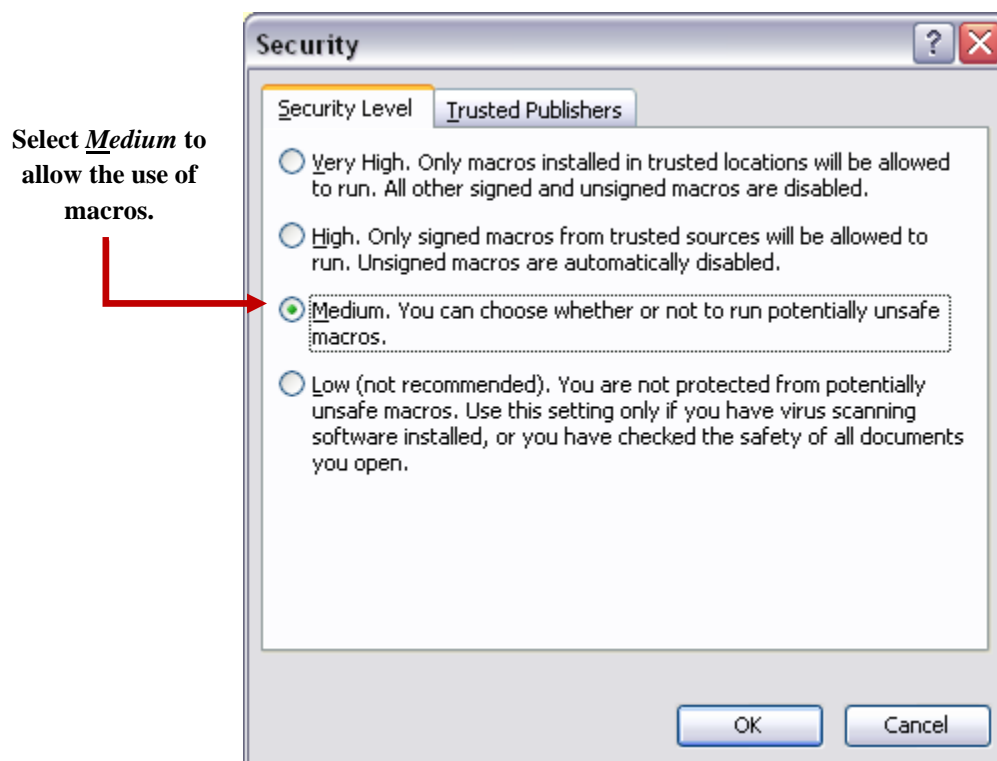
The plan application was developed using Microsoft Office 2003. If using Microsoft Office 2007, all functionality remains the same, with the exception of how to set the macro security level.

- 1) For users of Microsoft Office 2003 –
 - a) If the following error message or a similar message regarding macro security is displayed, the macro security level needs to be adjusted. Click ‘OK’ to continue.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

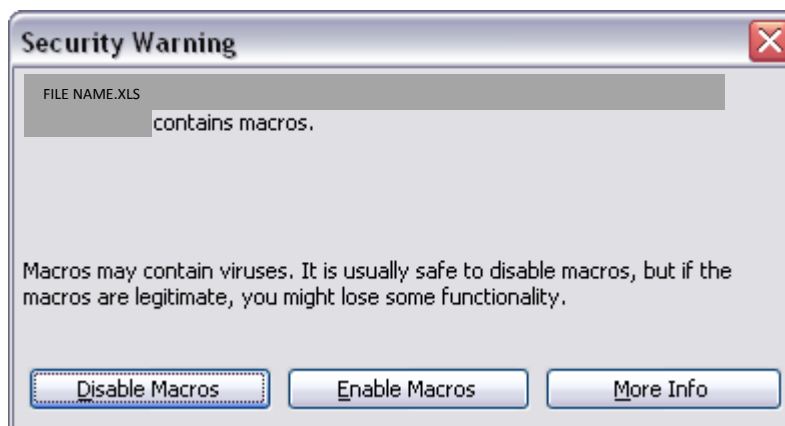


- Note: If a security dialog box is not displayed, the security level is likely set to Low. This is acceptable and the macros will still function correctly.
- b) From the Main Toolbar in Excel, click Tools → Macro → Security. The following dialog box will be displayed.



- c) Choose the Medium button as indicated above and click 'OK'. Exit Excel to save the update security settings and reopen the plan application. The following security warning will be displayed.

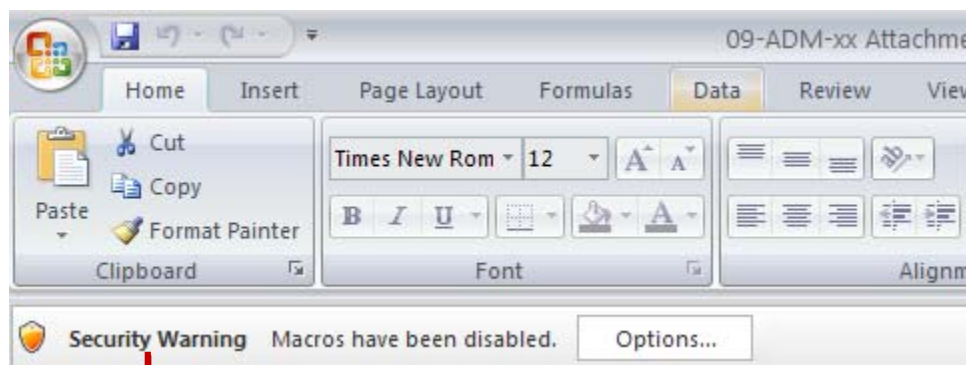
**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**



d) Click 'Enable Macros' and the Flexible Fund for Family Services Plan Main Menu will be displayed.

2) For users of Microsoft Office 2007 –

a) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon (the new Office 2007 toolbar), the following security warning is displayed.

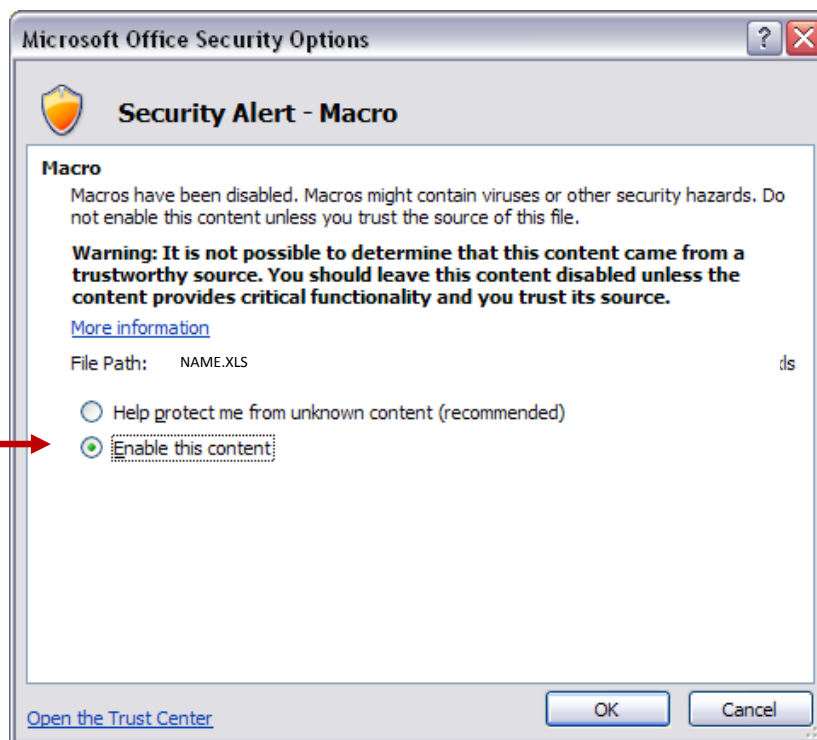


Security warning in Excel 2007

b) Click 'Options' and the Microsoft Office Security Options dialog box will be displayed. Choose the 'Enable this content' button to enable the macros.

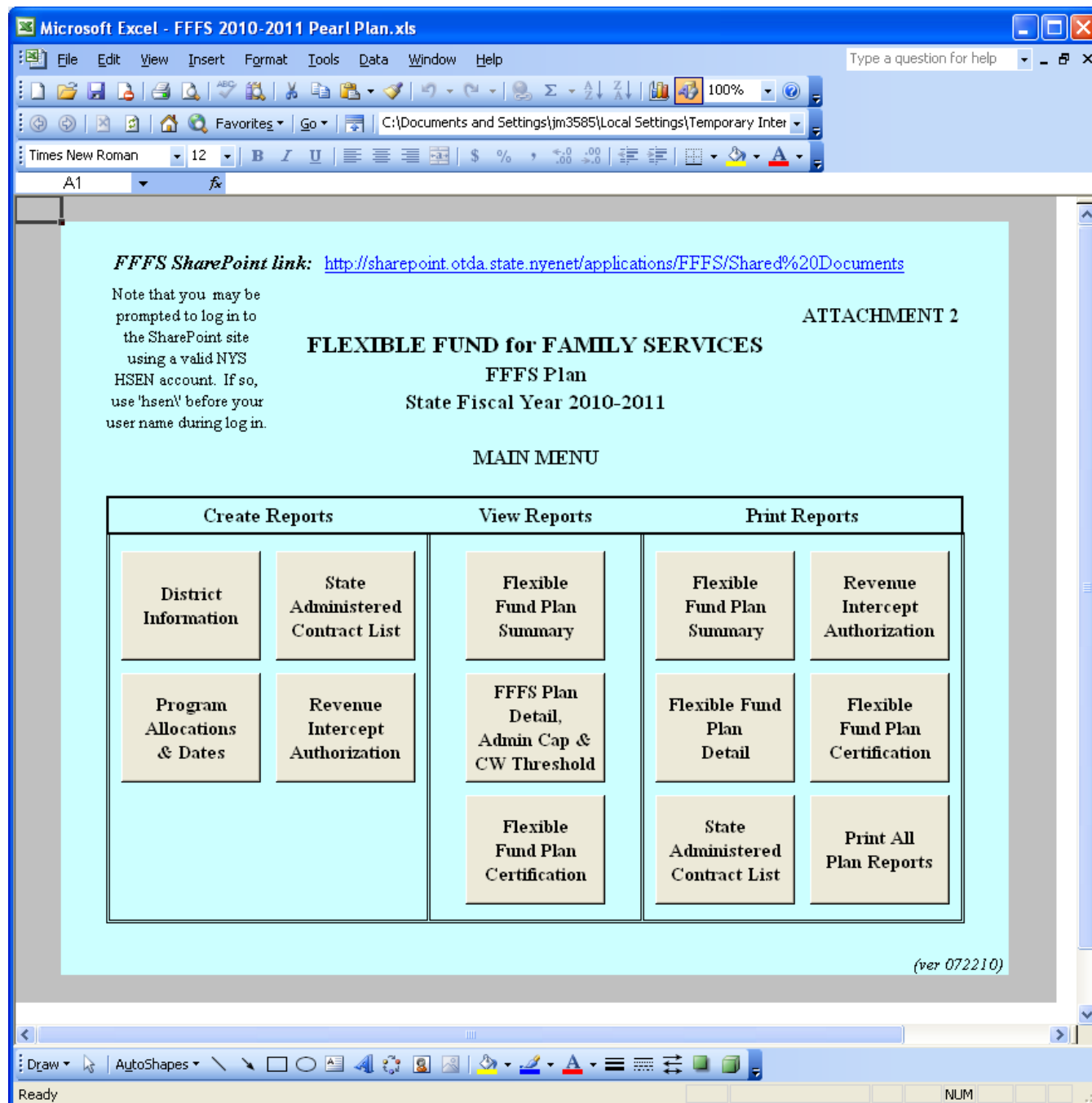
**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Select Enable this
content to allow the
use of macros.



The Flexible Fund for Family Services Plan for 2010-2011 has a light turquoise background on its pages, as seen in the Main Menu below. The final version number is *ver072210*. Districts must continue to use the last approved FFFS plan (light yellow background) for 2009-2010. The instructions for 2009-2010 will continue to be in effect. Therefore all plan revisions will continue to be submitted by email. Please refer to 09-ADM-12 regarding the FFFS 09-10 plan application. 2009 Policy Directives can be found on the website of the Office of Temporary and Disability Assistance (OTDA). Press CTRL and click the underlined link to be directed to the Policy Directives webpage or copy and paste this link into a web browser – <http://otda.state.nyenet/directives/>.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**



- Note: A link to the instructions on how to use the FFFS 2010-2011 Plan Application has been included on the Main Menu. Click on the hyperlink to open the instructions.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Entering the District Information

- 1) From the Main Menu, click the button labeled “District Information”. The District Information Data Page is displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate between the fields that are required. The District Information Data Page can be printed by clicking the button labeled “Print This Page” in the upper left hand corner.

Microsoft Excel - FFFS 2010-2011 Pearl Plan.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

D8 fx =B47

Return to Main Menu **Print This Page** **FLEXIBLE FUND for FAMILY SERVICES** **Reset Submission Information**
FFFS Plan
State Fiscal Year 2010-2011

DISTRICT INFORMATION DATA PAGE

District	Pearl	Total Allocation	\$0
FFFS Allocation	\$0	Balance to Allocate	\$0
SY Transfer In	\$0	Plan Approval Date	
09-10 Rollover	\$0		
Submission Date			
Submission Type			
Contact Name			
Contact Phone		Ext	
Contact E-mail			
Commissioner			
Commiss. E-mail			

Ready NUM

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

- 2) The following information must be entered prior to submitting the plan application for approval:
 - a) Submission Date – enter the date the plan application will be submitted for approval. If the plan is being resubmitted because it was rejected or if the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being submitted.
 - Note: The Submission Date also serves as the Commissioner’s signature date on the Plan Certification and, if applicable, the Revenue Intercept Authorization.
 - b) Submission Type – select the type of plan being submitted. The selections are as follows:
 - Funding & Dates: for original plans and for revised plans amending both allocations and program periods.
 - Dates only: for plans changing only program periods (revised plans only)
 - Funding only: for plans amending only allocations (revised plans only)

NOTE: To update fields described in c) through g), please contact Edward Conway at Edward.Conway@otda.state.ny.us or Chris Insull at Christine.Insull@otda.state.ny.us.

- c) Contact Name – the name of the district’s FFFS contact person.
 - d) Contact Phone and Extension – the phone number of the FFFS contact as 10 digits, without dashes, spaces or parenthesis. Enter the extension, if applicable.
 - e) Contact E-mail – the e-mail address of the FFFS contact
 - f) Commissioner Name – the local district’s Commissioner’s name. Entering the Commissioner’s name will serve as agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA.
 - g) Commiss. E-mail – the email address of the Commissioner
- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is missing, a pop up box will be displayed indicating information is incomplete. Click on the appropriate cell in the dialog box to complete the district information or to continue to the Main Menu.
- 4) For subsequent amendments to the plan, it is necessary to click the button labeled “Reset Submission Information” in the upper right hand corner of the District Information Data Page. This will delete the Submission Date and Type and reset information not seen by the user.

Entering Program Allocations and Program Periods

- 1) From the Main Menu, click the button labeled “Program Allocations & Dates”. The following pop up box will be displayed.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**



Starting with the 2008-09 FFFS plan, districts are required to enter program information into TRACS 2 for any funding allocated for certain FFFS programs. Without the required program information in TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services, district plans will not be approved. See the FFFS 10-11 ADM for details regarding program plan requirements.

- 2) After clicking OK in the TRACS 2 Program Information pop up box, the TANF Allocation Plan Data Page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. The TANF Allocation Plan Data Page can be printed by clicking the macro button labeled “Print This Page” in the upper left hand corner. Remember, to avoid errors that will invalidate the marcos, please adhere to the following:

- **DO NOT copy and paste cells**
- **DO NOT cut and paste cells**
- **DO NOT insert rows**
- **DO NOT delete rows**

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Microsoft Excel - FFFS 2010-2011 Pearl Plan.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

M17

Return to Main Menu

Print This Page

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2010-2011

TANF ALLOCATION PLAN DATA PAGE

Clear Gross Amounts

Clear TANF Amounts

Clear Program Dates

District	Pearl	Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type	0	Balance to Allocate	0
SY Transfer In	0	Plan Approval Date			
09-10 Rollover	0				

Programs		Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0			
1a.	TANF Services Program					
1b.	TANF Services Administration					
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e.	Statutory Domestic Violence Liaison Function (DVL) Program					
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin					
2.	TANF Services Non-Recurrent Costs					
3.	TANF Employment Services	0	0			
3a.	TANF Employment Services Program					
3b.	TANF Employment Services Administration					
4.	Additional Non-Residential Domestic Violence	0	0			
4a.	Add'l Non-Res Domestic Violence Program				10/09	09/10
4b.	Add'l Non-Res Domestic Violence Administration				10/09	09/10
5.	Child Welfare Other Than Title XX Transfer		0			

Gross amounts & TANF allocations
 Enter gross amounts prior to entering any TANF allocations.

Ready NUM

3) Enter the gross amounts first, followed by the TANF amounts, for the programs to be funded through FFFS. The allocations should be considered in the order most appropriate to district circumstances. The Balance to Allocate will be displayed in the upper section of the page.

- Note: If funds are to be directed to state administered contracts or programs, the information must be entered on the State Administered Contracts List. The total amount to be set aside for these contract or projects will be added to the TANF Allocation Plan Data Page and subsequent pages once the list is complete.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

- 4) Enter the program start dates, followed by the end dates, for the programs to be funded through FFFS. The dates must be entered as MM/DD/YY, but will be displayed as MM/YY. Note that the program dates for Additional Non-Residential Domestic Violence, programs under Child Welfare Other than Title XX Transfer (with the exception of PINS/Prevention/Detention Diversion Services), and programs under Title XX Below 200% are from October 2009 through September 2010 and cannot be amended. The Additional Child Care Transfer program periods are from October 2009 through September 2010 and from October 2010 through September 2011 and cannot be changed.
- 5) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is incomplete, a pop up box will be displayed, indicating information is missing. Click the appropriate button in the dialog box to complete the plan information or to return to the Main Menu. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

Entering the State Administered Contract List and Completing the Revenue Intercept Authorization

- Note: These sections need to be completed only if funds are allocated for contracts or projects that are administered on the state level.
- 1) From the Main Menu, click the button labeled “State Administered Contract List.” The State Administered Contract List page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. To print the contract listing, return to the Main Menu and click the macro button labeled “State Administered Contract List” under the *Print Reports* section.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - FFFS 2010-2011 Pearl Plan.xls". The spreadsheet contains a form for the "FLEXIBLE FUND for FAMILY SERVICES FFFS Plan State Fiscal Year 2010-2011". The form includes a "Return to Main Menu" button and a "Reset Contracts Data" button. The main title is "FLEXIBLE FUND for FAMILY SERVICES FFFS Plan State Fiscal Year 2010-2011". Below this is the subtitle "FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST". The form consists of several tables and input fields.

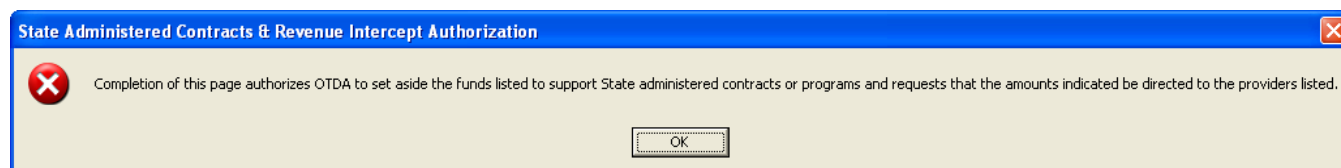
District	Pearl	Submission Date	Total Allocation
FFFS Allocation		Submission Type	Balance to Allocate
SY Transfer In		Plan Approval Date	
09-10 Rollover			

9. State Administered Contracts					
	Program	Provider	TANF Allocation	Start Date	End Date
9a.					
9b.					
9c.					
9d.					
9e.					
9f.					
9g.					
9h.					

- 2) The following information must be entered for the funding to be set aside for the state contracts or projects.
- Program – enter the contract or program that is to be funded. See the 10-11 FFFS ADM for a list of state operated programs and contracts administered through OTDA and OCFS that are eligible to receive FFFS funding.
 - Provider – enter the provider that is to receive FFFS funding.
 - TANF Allocation – enter the amount of FFFS funding that is to be set aside for the contract.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

- d) Start and End dates – enter the start and end dates of the contract period in the format of MM/DD/YY.
- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. A dialog box will be displayed as a reminder to complete the Revenue Intercept Authorization. If this Authorization is not completed, the district plan will not be approved. Click the appropriate button in the pop up box to complete the Revenue Intercept Authorization or to continue to the Main Menu.
- 4) If funds from the FFFS allocation are to be directed to administer State contracts or projects, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled “Revenue Intercept Authorization”. The following dialog box is displayed to highlight the terms of the Revenue Intercept Authorization.



- 5) Click ‘OK’ to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled “Agree” at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. If the district does not agree with the Authorization, click the “Disagree” button; this will remove any information previously entered on the Revenue Intercept Authorization. However, clicking “Disagree” will not delete any data entered on the State Administered Contract List. If districts decide not to allocate funds to State administered contracts, any information entered must be removed from the State Administered Contracts List page.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Microsoft Excel - FFFS 2010-2011 Pearl Plan.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

A1

Return to Main Menu

Click **AGREE** to complete the Revenue Intercept Authorization **AGREE**

Click **DISAGREE** to remove information from the Authorization **DISAGREE**

FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2010-2011

FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that **Pearl** County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

As a result, I authorize OTDA to set aside a total of from my County/District's FFFS Allocation for State Fiscal Year 2010-2011.

Ready NUM

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

- 6) Once finished, click the button labeled “Return to Main Menu” to continue. To print the Authorization, click the button labeled “Revenue Intercept Authorization” under the *Print Reports* section on the Main Menu.

Viewing the Summary and Detail Plan Reports and the Plan Certification

- 1) From the Main Menu, click the button corresponding to the report to be displayed under the *View Reports* section. Please note that any changes to allocations or program dates cannot be made on these pages. The reports that can be viewed contain the following information:
 - Flexible Fund Plan Summary: this report rolls up allocations for program and administration amounts into one total.
 - Flexible Fund Plan Detail: this report maintains separate totals for program and administration amounts and lists program dates. This report also computes the administration percentages and the Child Welfare Threshold. The Plan Detail report is the only location in the plan application where these figures are calculated and displayed.
 - Flexible Fund Plan Certification: This Certification provides the terms of the FFFS allocation and indicates the district’s agreement to these terms. DO NOT sign and mail or fax the Certification to OTDA. Completion of the document electronically is sufficient.
- 2) Once the review is complete, click the “Return to Main Menu” button to continue.

Printing the Plan Reports

- 1) On the Main Menu, under the *Print Reports* section, there are six options available to print the FFFS reports and documents. Each report can be printed separately, by clicking the appropriate macro button, or all reports can be printed together, by clicking the button labeled “Print All Plan Reports”. It is not necessary to change the print settings as they have been incorporated into the print macros and saved in the plan application. It is also not necessary to print any reports and mail them to OTDA.

Submitting the Completed Plan

Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be submitted through SharePoint for review and approval by OTDA and OCFS. **Note: It is NOT necessary to print, sign, and mail or fax any FFFS reports generated from the plan application to OTDA. Completion of the plan application electronically is sufficient.**

Resetting and Preparing the Plan Application for Amendments

- 1) When a plan amendment is to be submitted, click the button labeled “District Information” from the Main Menu. Once the District Information Data Page is displayed, click the button labeled “Reset

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

submission information” in the upper right hand corner. This will delete the submission date and type from the amendment. This step must be completed as it resets other data not seen by the user.

- 2) Once the information has been cleared from the District Information Page, begin the plan amendment by entering the Submission Date and Submission Type.
- 3) On the TANF Allocation Plan Data page, there are options for clearing certain information from a completed plan. These functions can be used when preparing subsequent amendments to the FFFS plan. It is not necessary to use these macros to delete information, but they may be helpful if several programmed amounts or dates are to be changed.
 - a) Clear Gross Amounts – this button will delete all gross amounts entered on the Plan Data page.
 - b) Clear TANF Amounts – this button will clear all allocations entered under the TANF column on the Plan Data page.
 - c) Clear Program Dates – this button will delete all program start and end dates.
- 4) After any of these macro buttons are clicked, a confirmation box will be displayed. If the information is to be cleared, proceed by clicking “Yes”. If the information is to be retained, click “No”. Note that once “Yes” is clicked, the function cannot be reversed and the information cannot be recovered.
- 5) If any amendments are to be made to the funding for State administered contracts or programs, the changes must be entered on the State Administered Contract List. If all funding is to be pulled from State administered contracts, click the button labeled “Reset Contracts Data” and all information will be cleared from the contracts list. The Revenue Intercept Authorization must also be updated; click “Agree” to update the Authorization.
- 6) If any changes are to be made to the funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), appropriate changes must be made to the program information in TRACS 2.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Error Messages and Troubleshooting

The following table contains a list of errors that may be encountered when preparing the plan application for the FFFS. The resolution listed will assist in correcting the error.

Error Message	Resolution
The cell you are trying to change is protected and therefore read-only.	Information is being entered in a cell that is protected. Enter the necessary plan information in white fields only. To maintain the integrity of the macros, protection cannot be removed from the FFFS plan application.
District information must be completed before the plan is submitted for approval. The plan will not be reviewed if any data is missing or incomplete. See the instructions for the required information. Do you want to enter the district information now?	A required data element regarding the district or FFFS allocation has not been entered. Ensure the following information is entered: district, submission date, submission type, contact information, Commissioner name and Commissioner email address.
The amount of TANF funds allocated cannot exceed the Gross amount of funds entered for the program. Additionally, the gross amounts must be entered before entering the TANF allocations.	The gross amount of the program was not entered or the TANF funds entered are greater than the gross amount. Enter the gross amount prior to entering the TANF allocation or reduce the amount of the TANF allocation.
Funding for [program name] must be programmed between [Start Date] and [End Date].	The start date for the program is earlier than the permitted start date. Refer to the FFFS Desk Reference Guide for the allowable program periods.
One of the following errors has occurred: (1) the end date can't be entered before the start date; (2) the end date can't be prior to the start date; or (3) the end date can't be after the TANF cutoff date of 03/31/13.	The end date was entered without a start date, it was entered as an earlier date than the start date, or it was entered as a later date than the cutoff date for TANF funding. Check the start and end dates, correctly enter the dates in the format of MM/DD/YY, and use the Enter or Tab keys to enter the dates in the fields (do not use the mouse to move the cursor to another field).

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Error Message	Resolution
The funds programmed under TANF exceed the total FFFS allocation approved, resulting in an over allocation of [amount indicated]. Do you want to correct this error now?	Funds totaling an amount greater than the approved FFFS allocation have been programmed. A negative balance to allocate cannot be submitted for review. Review all allocations entered and reduce as needed.
The funds programmed under TANF do not equal the total FFFS allocation approved, resulting in a balance to allocate of [amount indicated]. Do you want to allocate these funds now?	A variance exists between the total allocation entered and the amount of funding programmed. It is not necessary to correct this if the district elects to have funds in reserve.
Gross Amount must be numeric and cannot be less than the TANF Allocation.	When entering the Gross Amounts, the field will only accept numerical characters. Please check your entry, and reenter numbers only. If you are preparing a plan revision, and you are adjusting the Gross Amounts down, you must first reduce the TANF Allocation to be less than the Gross Amount, then you may change the Gross Amount.
Please note that a TANF allocation has been entered without a Start Date or End Date. Do you want to correct this now?	An allocation has been entered without entering a corresponding start or end date. Enter the missing start or end date.
The number of program start dates does not equal the number of program end dates. Do you want to correct this now?	A program with an allocation is missing a start date or one with a start dates is missing an end date. Review programs with allocations to ensure all have a valid period with a start and an end date.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2010-2011
FFFS Plan Application Instructions**

Error Message	Resolution
Child Welfare values are less than the Child Welfare Threshold total of [amount indicated]. Do you want to correct this now?	<p>Child Welfare values are calculated as follows:</p> <p>5a. Child Welfare (EAF and 200%) Program 5b. Child Welfare (EAF or 200%) Administration 7a. Title XX Child Welfare + 7d. Title XX Community Optional Preventive Services (COPS) Total Child Welfare values</p> <p>Please correct these program allocations to equal or exceed the Child Welfare Threshold total amount indicated.</p>
The TANF Administration percentage is greater than 23%. Do you want to correct this now?	<p>Reduce TANF Administration lines to be less than 23% of the total allocation. TANF Administration lines include the following:</p> <ul style="list-style-type: none"> • 1b. TANF Services Administration • 1d. Drug/Alcohol (Statutory D/ A Assess/Monitor) Administration • 1f. Statutory Domestic Violence Liaison Function (DVL) Admin • 3b. TAN F Employment Services Administration • 5b. Child Welfare (EAF or 200%) Administration • 5f. PINS/Prevention/Detention Diversion Services Administration • 6. TANF Assistance and Eligibility Administration

SharePoint Quick Reference Guide for District Reviewer Excel 2003

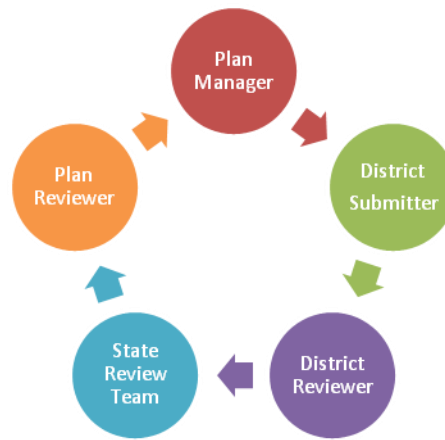
Purpose

District staff will use SharePoint to view, complete, submit, and revise their Flexible Fund for Family Services (FFFS) Plans.

The Office of Temporary and Disability Assistance (OTDA) and Office of Children and Family Services (OCFS) FFFS State Plan Review Team will use this site to review, approve, and when needed, return to district, submitted plans. If further clarification is necessary on a submitted plan, the State Review Team will return the Plan via SharePoint, and further action will be needed by the District.

The SharePoint process will streamline the overall Plan approval process by providing District users with an easy way to share the Plans locally with their counterparts. In addition, SharePoint provides quick and easy access in a central location.

Overview of the FFFS SharePoint Review Process Roles



Initial Notification

- The OTDA Plan Manager will upload the District's plan to the District's folder on SharePoint.
- The District Submitters and Reviewers will receive an e-mail in Outlook containing a link to their respective plan in SharePoint.

From: _sosspservice@dfa.state.ny.us [mailto:_sosspservice@dfa.state.ny Sent: Thursday, June 10, 2010 1:24 PM To: Donohoe, Justin (OTDA); Training, Mezz01 (OTDA) Subject: LDSS Initial FFFS Plan is available for completion and submission -
--

- As part of SharePoint FFFS implementation, the District Reviewers will not take action until they are notified by a SharePoint automated e-mail that the Plan is available in SharePoint for their review. The e-mail notification is sent to the Outlook inbox.

Review the Plan Only

As a District Reviewer, you do not have rights to edit the plan on SharePoint.

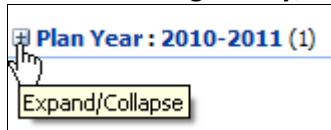
1. Once the District Submitter has indicated that the plan has been completed and is ready for your review, click **Access the FFFS Plan** link in the e-mail you received initially.

The **allegany2.xls** is available in the district's SharePoint folder for completion and submission to OTDA/OCFS.

To access your Plan please click on this link: [Access the FFFS Plan](#)

You will be brought to the **District Working Library** within SharePoint.

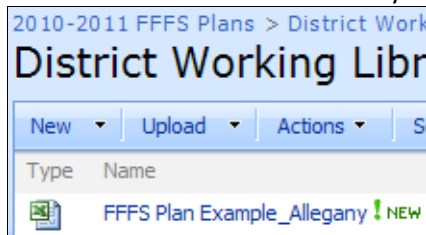
2. In the **District Working Library**, click the + sign to expand the **Plan Year**



group.

Your **Excel Plan name** will be visible.

You can also navigate directly to the FFFS SharePoint site first and then to the District Working Library if you do not have the initial e-mail or ask your District Submitter to send you the link.



3. Hover over the Plan name and **click once**.
A browser message displays.
4. Click **OK**.
The FFFS Plan opens in Excel.

Note: Depending on your security settings within Excel, you might be prompted to enable macros. Click **Enable Macros** to use the FFFS plan template if you are prompted.

5. Review the plan.
6. **Close** out of Excel.
You are returned to the District Working Library.
7. **Close** SharePoint by closing Internet Explorer.

Inform your District Submitter once you have reviewed the Plan.

Note: Once the Plan is finalized between the Reviewer and Submitter, the Submitter will submit the Plan for State review. Both Submitters and Reviewers will be notified via e-mail of the Plan's status during the approval process.

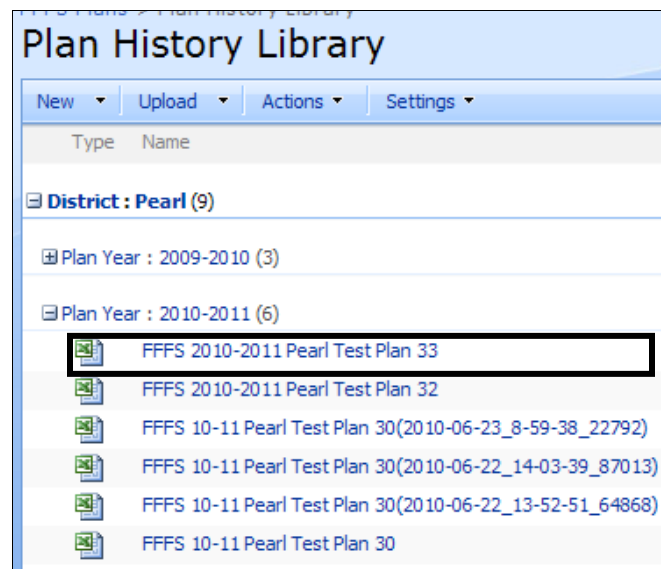
Plan Approved

Once the Plan is approved, it is moved into two locations within SharePoint – **Plan History Library** and the **District Working Library**. It is important to note that the file names might appear slightly different if any revisions are made.

The **Plan History Library** is a read-only library and no one can edit a document within it. If a plan has had revisions after it has been initially approved, the file name will have the extension of date and time added to the regular format file name.

In the picture below you can see that **Test Plan 30** was initially approved, but had three subsequent revisions. The dates will tell you which is the most recent version.

Test Plan 32 and **Test Plan 33** have both been approved, but have had no revisions; therefore, they are the most recent versions.



The **District Working Library** houses the most recently approved plan and never has a date/time stamp. Reviewers can use this library to view the most recently approved plan. Submitters will navigate to this library when they need to make revisions to a plan.

HELP

If you have questions relating to the SharePoint process or need access to SharePoint, please contact Christine Insull at (518) 474-9494 or send an e-mail to Christine.Insull@otda.state.ny.us. If you have any questions regarding the FFFS Excel template itself, please contact Ed Conway at (518) 474-7549 or send an e-mail to Edward.Conway@otda.state.ny.us.

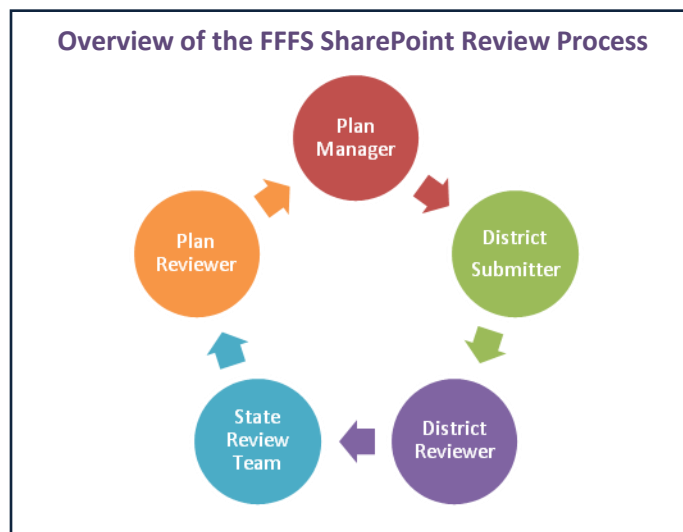
SharePoint Quick Reference Guide for District Submitter Excel 2003

Purpose

District staff will use SharePoint to complete, submit, revise, and view their Flexible Fund for Family Services (FFFS) Plans.

Office of Temporary and Disability Assistance (OTDA) and Office of Children and Family Services (OCFS) FFFS State Plan Reviewers will also use this site to review and approve the plans. If further clarification is necessary, the State Reviewers will return the plans to the Districts.

The SharePoint process will streamline the overall plan approval process by providing District users with an easy way to share the Plans locally with their counterparts. In addition, SharePoint provides quick and easy access in a central location.



Initial Notification

- The OTDA Plan Manager will upload the District's plan to the District's folder on SharePoint.
- The District Submitters and the District Reviewers will receive an e-mail in Outlook containing a link to their respective plan in SharePoint.

From: _sosspsservice@dfa.state.ny.us [mailto:_sosspsservice@dfa.state.ny.us]
Sent: Thursday, June 10, 2010 1:24 PM
To: Donohoe, Justin (OTDA); Training, Mezz01 (OTDA)
Subject: LDSS Initial FFFS Plan is available for completion and submission - SUBMITTER

- As part of SharePoint FFFS implementation, the **District Submitters will not take action until they are notified that the Plan is available in SharePoint for their completion and submission.**

Edit the Plan

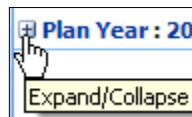
1. Click **Access the FFFS Plan** link in the e-mail.
You will be brought to the **District Working Library** within SharePoint and will see your **Excel plan name**.

The **allegany2.xls** is available in the district's SharePoint folder for completion and submission to OTDA/OCFS.

To access your Plan please click on this link: [Access the FFFS Plan](#)

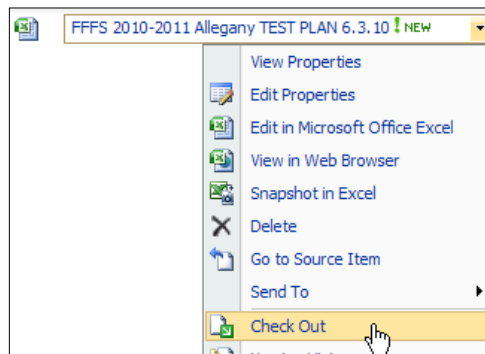
Type	Name
	FFFS Plan Example_Allegany NEW

2. In the **District Working Library**, click the + sign to expand the **Plan Year** group.
The plans will be displayed.



Plan Year : 2009-2010 (2)	
	FFFS 2009-2010 Pearl Test Plan 31
	FFFS Pearl Year Test Plan

3. Hover over the FFFS Plan name and **click the down-arrow**.
A sub-menu opens.
4. Select **Check Out**.



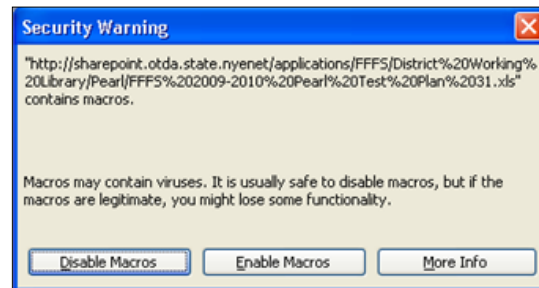
A browser message opens.

5. Click **OK**.
6. Click the down-arrow again and select **Edit in Microsoft Office Excel**.
You will get a confirmation box.

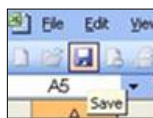


7. Click **OK**.
The FFFS Plan opens in Excel.

Note: Depending on your security settings within Excel, you might be prompted to enable macros. Click **Enable Macros** to use the FFFS plan template if you are prompted.



8. Enter your data into the spreadsheet. ([Instructions](#) for completing the spreadsheet).
9. **Save** your changes.



10. **Close** out of Excel.
You will be prompted to check the spreadsheet in.
11. Click **OK**.
A comments box will display and you do not have to enter comments.
12. Click **OK**.
13. **Close** SharePoint by closing Internet Explorer.

As appropriate, contact your District Reviewer and let them know the plan is ready for their review. You can let them know via phone, e-mail, or in-person.

After you receive notification from your District Reviewer that they have reviewed the plan, you will have to decide which action to take. Your District Reviewer will notify you via phone, e-mail, or in-person.

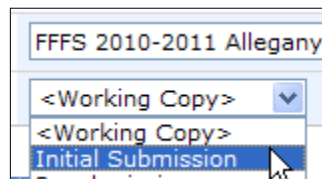
If the District Reviewer approved the plan as is, you are ready to submit the plan. Change the status to **Initial Submission**. To learn how to change the status, go directly to the [Submit a Plan](#) section of this guide.

If the District Reviewer indicates changes are needed, you can make the change(s) and repeat the internal review process until you can follow the [Submit a Plan](#) section. Refer back to the [Edit the Plan](#) section within this guide to edit your plan.

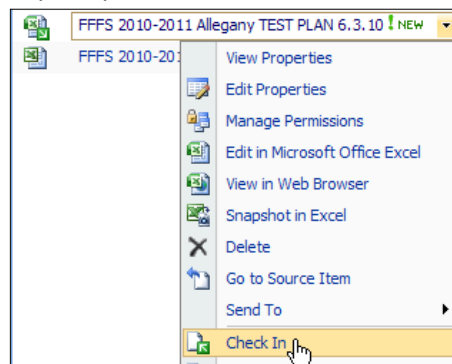
Submit a Plan

To submit a Plan for the first time, the District Submitter will set the Plan Status property to **Initial Submission**.

1. Navigate to the **District Working Library** within SharePoint.
2. Locate your file and click the down-arrow to the right of the file name.
3. Select **Edit Properties**.
You will be prompted to **Check Out** the file first.
4. Click **OK**.
5. Select **Initial Submission** from the list.



6. Click **OK**.
You are returned to the **District Working Library**.
7. Hover over the Plan name and click the down-arrow; select **Check In**.
You will be prompted to enter comments, but you do not have to enter any.



8. Click **OK**.
You are returned to the **District Working Library** and the Plan has been submitted.
9. **Close** SharePoint by closing Internet Explorer.

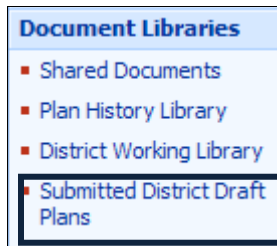
Note: The submission needs to be triggered by **Checking In** the Plan. If you forget to click **Check In**, the Plan will not be submitted to the State Reviewers.

For now, your part is complete. The FFFS Plan SharePoint site will generate e-mail notifications to you about the status of your Plan during the State Team review period.

A Submitted Plan

What happens to a submitted Plan?

- Once submitted, you and District Reviewer(s) will receive an e-mail confirmation that the Plan has been submitted.
- The Plan will no longer appear in the District Working Library.
- A read-only copy of the submitted Plan will be placed in the **Submitted District Draft Plans** library for your reference in the event that a State Reviewer has a question about the Plan.



- Once the Plan is approved by the State Review Team, the read-only copy is removed and the approved Plan is available in the District Working Library once again.

State Review Process

When the Plan is submitted to the State Reviewers, they will all review the Plan and you will be notified via e-mail. There are two possible e-mails you will receive depending on the outcome of the review:

- **Approval Outcome** – If the State Review Team approves the Plan, you will receive an approval e-mail and no further action is necessary from you.

Dear Commissioner: Justin Donohoe	
We are pleased to inform you that your district's initial SFY 2010-11 Flexible Fund for Family Services (FFFS) Plan have been approved on Jun 8, 2010. Both the Office of Temporary and Disability Assistance (OTDA) and the Office of Children and Family Services (OCFS) have reviewed and approved the information your district has entered. A copy of your initial plan has been placed into your district's Approved Folder on the FFFS Share Point site. A working copy of your approved plan has been placed into your District Folder.	
Claiming and reporting procedures are outlined in Part IV, Sections 3.1 and 3.2 of ADM-124.	
In closing, we would like to assure you that staff from OTDA and OCFS are available to assist you with any issues related to your Flexible Fund Plan. If you have any questions or concerns, please contact the appropriate person listed below:	
OTDA - Fiscal	Region 1-4: Edward Conway (518) 474-7549 Region 5: Marc Solomon (914) 995-5663 Region 6: Marian Borenstein (212) 961-8250
Employment	John James (518) 473-0430
Plan and TANF Services	Chris Insull (518) 474-9494
OCFS - Budget	Edna Mae Reilly (518) 474-1361 Rayana Gonzales (518) 402-3324
OCFS Program	OCFS Regional Offices

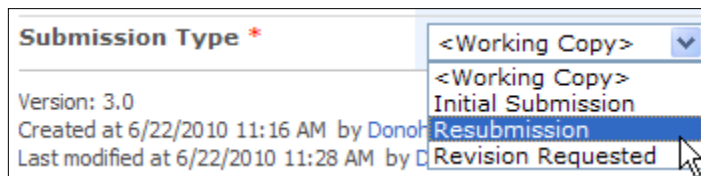
- **Changes** – If the Plan is not approved (one or more State Reviewers have comments) you will receive an e-mail stating that the appropriate State Reviewer will be contacting you to discuss the issue(s) and that resubmission of the Plan is likely. The e-mail is just a notification.

The FFFS 10-11 Albany New Test Plan 6_8_10.xlsx requires modification/clarification. OTDA and OCFS have reviewed the Plan and have comments. You or your staff will be contacted by the appropriate state staff to discuss the comments.
Once the comments have been resolved the district must resubmit its Plan.
To access your Plan please click on this link: Access the FFFS Plan
To submit the Plan please click on this link: Edit the FFFS Plan Properties
Note: Please coordinate with your local Reviewer(s)/Submitter(s) to resolve any issues and to re-submit your Plan in a timely manner. Thank you.

Re-submit the Plan

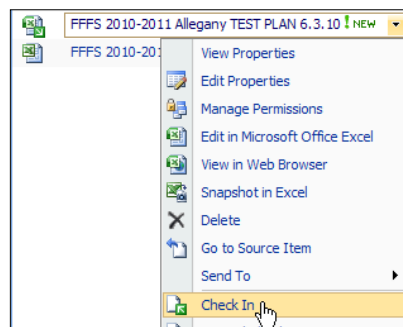
When the issues have been discussed/resolved and the Plan is ready to be resubmitted to the State Reviewers, choose **Resubmission** from the list of **Submission Types**.

1. Navigate to your **District Working Library** within SharePoint.
2. Click the **down-arrow** to the right of the file name.
3. Select **Edit Properties**.
You will be prompted to **Check Out** the file first.
4. Click **OK**.
5. Select **Resubmission** from the list and click **OK**.



You are returned to the District Working Library.

6. Click the **down-arrow** of the plan and select **Check In**.



You will be prompted to enter comments, but you do not have to enter any.

7. Click **OK**.
8. **Close** SharePoint by closing Internet Explorer.

Note: The resubmission needs to be triggered by **Checking In** the Plan. If you forget to click **Check In**, the Plan will not be resubmitted to the State Reviewers.

WARNING!



After each of the district's Initial Plans have been approved by OTDA/OCFS, and you are requesting **subsequent revision** to the Plan, you must NOT choose **Initial Submission** when requesting **your Plan to be modified**. Depending on the situation, choose **Resubmission** if you are reacting to State comments/discussion. Choose **Revision Requested** when the district is initiating revision.

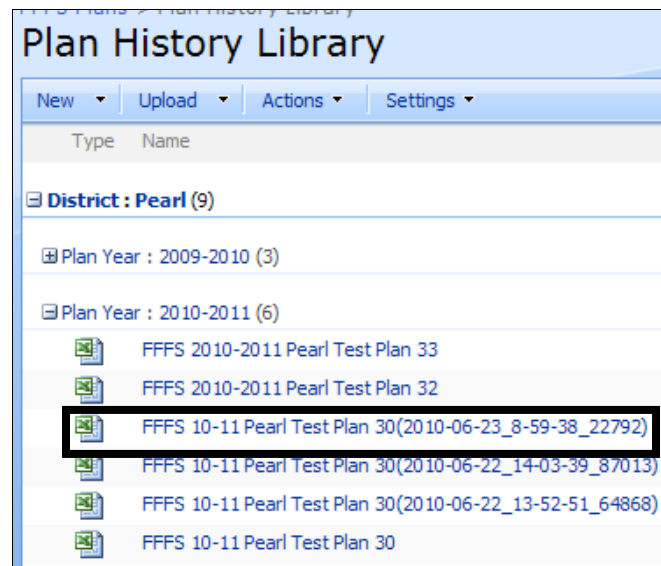
Plan Approved

Once the Plan is approved, it is moved into two locations within SharePoint – Plan History Library and the District Working Library. It is important to note that the file names might appear slightly different if any revisions are made.

The **Plan History Library** is a read-only library and no one can edit a document within it. If a Plan has had revisions after it has been initially approved, the file name will have the extension of date and time added to the regular format file name.

Review the screen sample below. You can see that **Test Plan 30** was originally approved, but had three revisions. The dates will tell you which is the most recent version.

Test Plan 32 and **Test Plan 33** have both been approved, but have had no revisions; therefore, they are the most recent versions.



If you need to make revisions to a Plan after it has been approved, you will navigate to the **District Working Library**.

The District Working Library only houses the most recently approved Plan and never has a date/time stamp. You would use the [Edit the Plan](#) and then the [Re-submit the Plan](#) sections of this manual to guide you through the revision requested process.

HELP

If you have any questions relating to the SharePoint process, please contact Christine Insull at (518) 474-9494 or send an e-mail to Christine.Insull@otda.state.ny.us. If you have any questions regarding the Excel template itself, please contact Ed Conway at (518) 474-7549 or send an e-mail to Edward.Conway@otda.state.ny.us

SharePoint Quick Reference Guide for District Reviewer Excel 2007

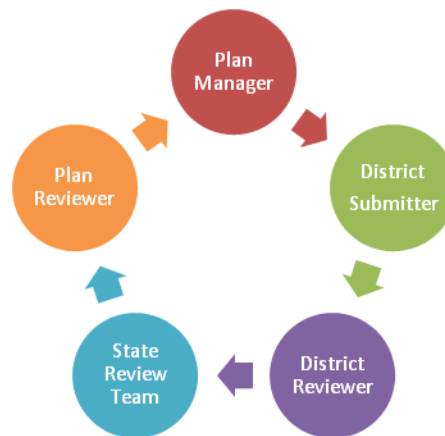
Purpose

District staff will use SharePoint to view, complete, submit, and revise their Flexible Fund for Family Services (FFFS) Plans.

The Office of Temporary and Disability Assistance (OTDA) and Office of Children and Family Services (OCFS) FFFS State Plan Review Team will use this site to review, approve, and when needed, return to district, submitted Plans. If further clarification is necessary on a submitted Plan, the State Review Team will return the Plan via SharePoint, and further action will be needed by the District.

The SharePoint process will streamline the overall Plan approval process by providing District users with an easy way to share the Plans locally with their counterparts. In addition, SharePoint provides quick and easy access in a central location.

Overview of the FFFS SharePoint Review Process



Initial Notification

- The OTDA Plan Manager will upload the District's Plan to the District's folder on SharePoint.
- The District Submitters and Reviewers will receive an e-mail in Outlook containing a link to their respective Plan in SharePoint.

From: _sosspservice@dfa.state.ny.us [mailto:_sosspservice@dfa.state.ny]
Sent: Thursday, June 10, 2010 1:24 PM
To: Donohoe, Justin (OTDA); Training, Mezz01 (OTDA)
Subject: LDSS Initial FFFS Plan is available for completion and submission -

- As part of SharePoint FFFS implementation, the District Reviewers will not take action until they are notified by a SharePoint automated e-mail that the Plan is available in SharePoint for their review. The e-mail notification is sent to the Outlook inbox.

Review the Plan Only

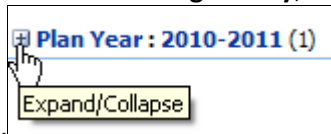
As a District Reviewer, you do not have rights to edit the Plan on SharePoint.

- Once the District Submitter has indicated that the Plan is ready for your review, click **Access the FFFS Plan** link in the e-mail you received initially.
You will be brought to the **District Working Library** within SharePoint.

The **allegany2.xls** is available in the district's SharePoint folder for completion and submission to OTDA/OCFS.

To access your Plan please click on this link: [Access the FFFS Plan](#)

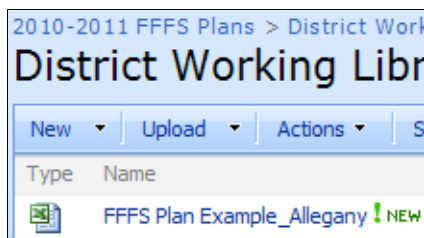
- In the **District Working Library**, click the + sign to expand the **Plan Year**



group.

Your **Excel Plan name** will be visible.

You can also navigate directly to the FFFS SharePoint site first and then to the District Working Library if you do not have the initial e-mail; or, ask your District Submitter to send you the link.

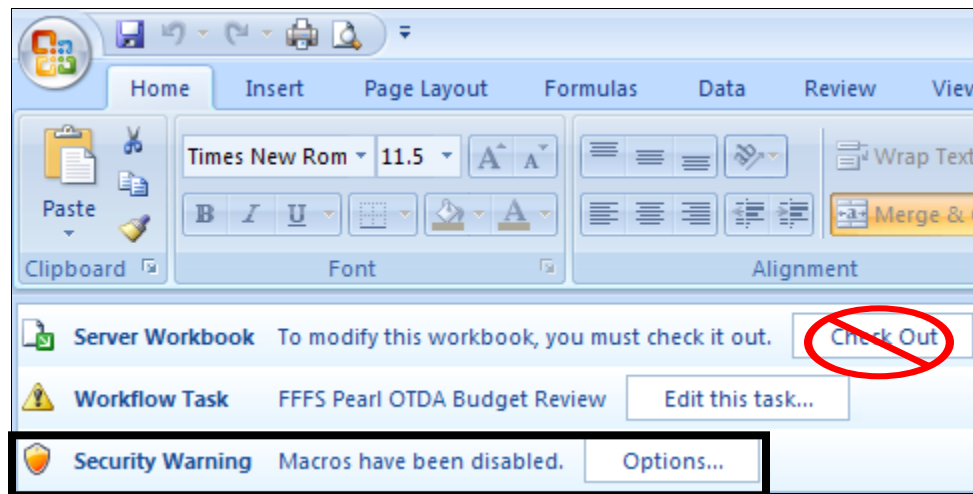


- Hover over the Plan name and **click once**.
A browser message displays.
- Click **OK**.
The FFFS Plan opens in Excel. Read the **Warning** before you proceed.

WARNING!



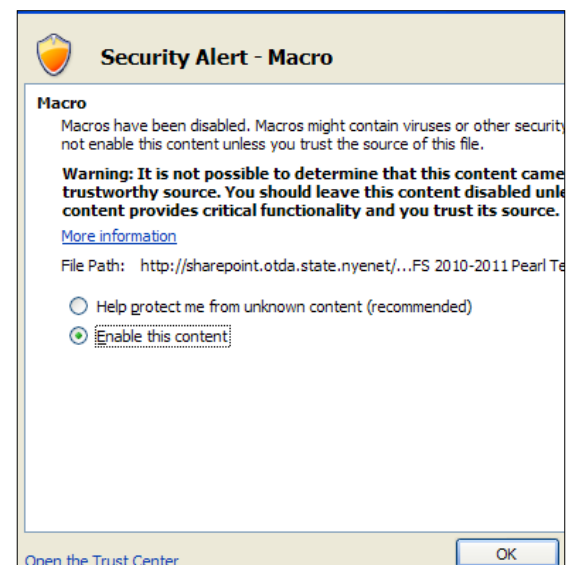
Do not click **Check Out** or you will disrupt the system process. If you accidentally click **Check Out**, contact **Christine Insull immediately at (518) 474-9494** so that she can have the process reset.



The Plan opens in Excel and there is a header bar that appears underneath the ribbon. Do not click Check Out. To review the Plan, you will have to use the Options button so you can enable the macros. If you do not enable the macros, you will not be able to review the entire Plan.

In order to review all parts of the template, you will need to enable the macros. You will have to do this each time you want to review a Plan.

5. Click **Options**.
The Microsoft Office Security Options dialog box opens.
6. Select **Enable this content** and click **OK**.
Any macros in the workbook can now be run.
7. Review the Plan.
8. **Close** out of Excel.
You are returned to the District Working Library.
9. **Close** SharePoint by closing Internet Explorer.



Inform your District Submitter once you have reviewed the Plan via e-mail, phone, or in-person.

Note: Once the Plan is finalized between the Reviewer and Submitter, the Submitter will submit the Plan for State review. Both Submitters and Reviewers will be notified via e-mail of the Plan's status during the approval process.

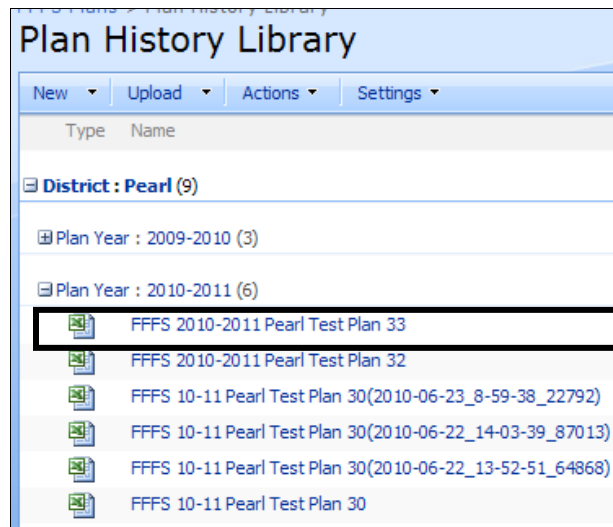
Plan Approved

Once the Plan is approved, it is moved into two locations within SharePoint – **Plan History Library** and the **District Working Library**. It is important to note that the file names might appear slightly different if any revisions are made.

The **Plan History Library** is a read-only library and no one can edit a document within it. If a Plan has had revisions after it has been initially approved, the file name will have the extension of date and time added to the regular format file name.

In the picture below you can see that **Test Plan 30** was initially approved, but had three subsequent revisions. The dates will tell you which is the most recent version.

Test Plan 32 and **Test Plan 33** have both been approved, but have had no revisions; therefore, they are the most recent versions.



The **District Working Library** houses the most recently approved Plan and never has a date/time stamp. Reviewers can use this library to view the most recently approved Plan. Submitters will navigate to this library when they need to make revisions to a Plan.

HELP

If you have questions relating to the SharePoint process or need access to SharePoint, please contact Christine Insull at (518) 474-9494 or send an e-mail to Christine.Insull@otda.state.ny.us. If you have any

questions regarding the FFS Excel template itself, please contact Ed Conway at (518) 474-7549 or send an e-mail to Edward.Conway@otda.state.ny.us.

SharePoint Quick Reference Guide for District Submitter Excel 2007

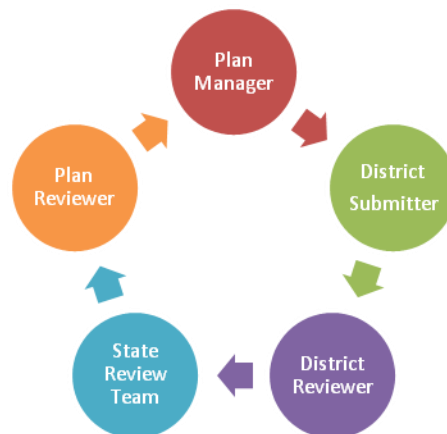
Purpose

District staff will use SharePoint to complete, submit, revise, and view their Flexible Fund for Family Services (FFFS) Plans.

Office of Temporary and Disability Assistance (OTDA) and Office of Children and Family Services (OCFS) FFFS State Plan Reviewers will also use this site to review and approve the plans. If further clarification is necessary, the State Reviewers will return the plans to the Districts.

The SharePoint process will streamline the overall plan approval process by allowing District users with an easy way to share the Plans locally with their counterparts. In addition, SharePoint provides quick and easy access in a central location.

Overview of the FFFS SharePoint Review Process



Initial Notification

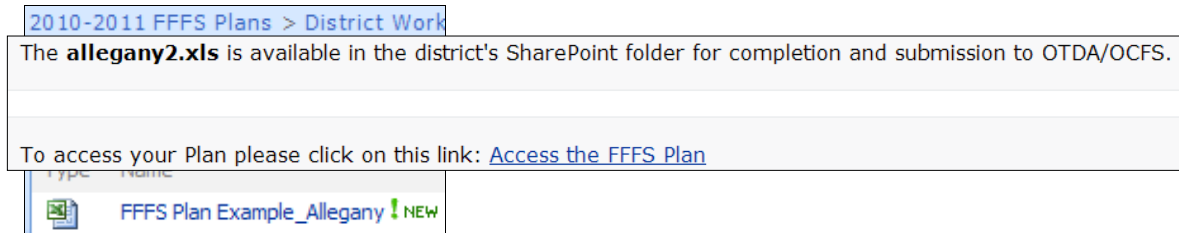
- The OTDA Plan Manager will upload the District's plan to the District's folder on SharePoint.
- The District Submitters and the District Reviewers will receive an e-mail in Outlook containing a link to their respective plan in SharePoint.

From: _sosspssservice@dfa.state.ny.us [mailto:_sosspssservice@dfa.state.ny.us]
Sent: Thursday, June 10, 2010 1:24 PM
To: Donohoe, Justin (OTDA); Training, Mezz01 (OTDA)
Subject: LDSS Initial FFFS Plan is available for completion and submission - SUBMITTER

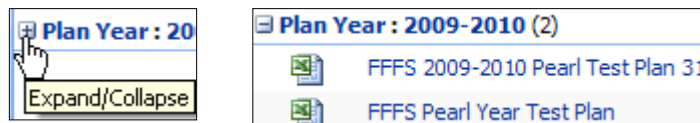
- As part of SharePoint FFFS implementation, the **District Submitters will not take action until they are notified that the Plan is available in SharePoint for their completion and submission.**

Edit the Plan

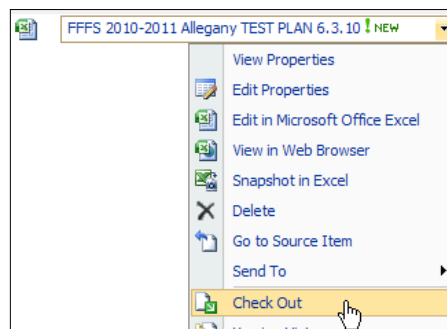
1. Click **Access the FFFS Plan** link in the e-mail.
You are brought to the **District Working Library** within SharePoint and your **Excel plan name** is visible.



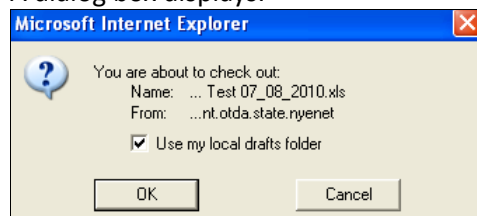
2. In the **District Working Library**, click the + sign to expand the **Plan Year** group.
The plans will be displayed.



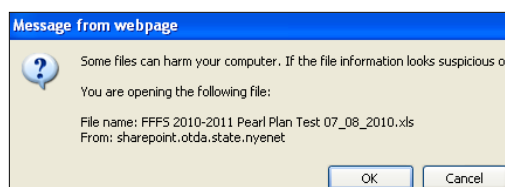
3. Hover over the FFFS Plan name and **click the down-arrow**.
A sub-menu opens.
4. Select **Check Out**.



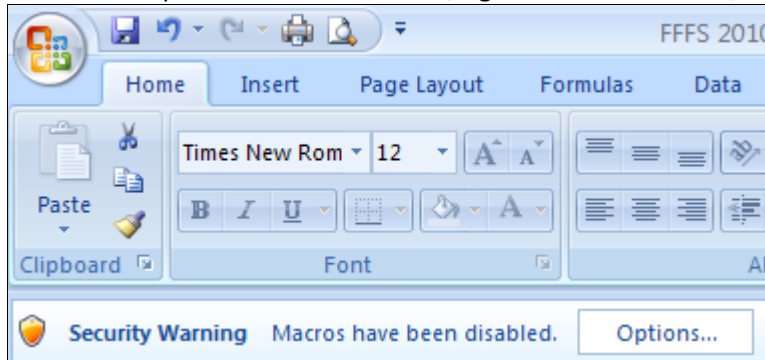
A dialog box displays.



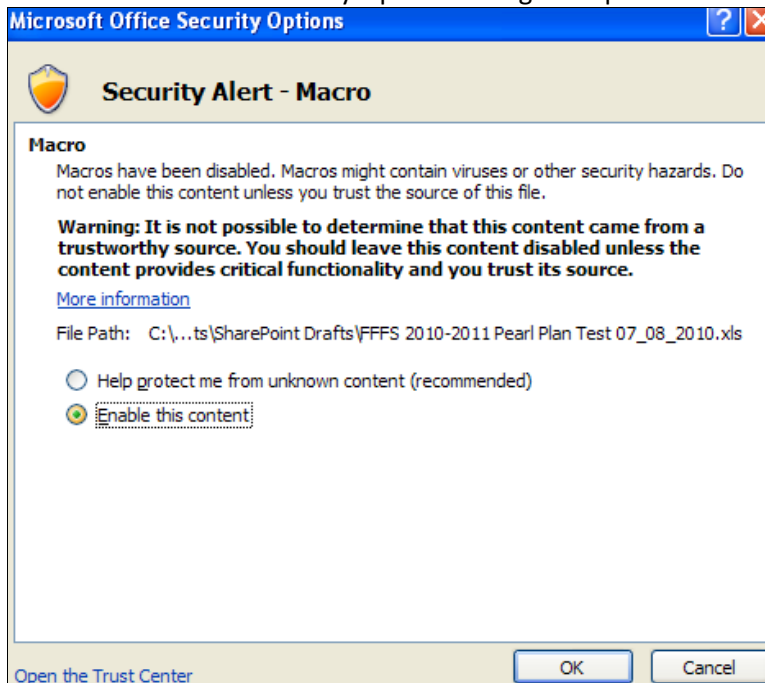
5. Click **OK**.
6. Click the down arrow again and select **Edit in Microsoft Office Excel**.
A dialog box displays.



7. Click **OK**.
The FFFS Plan opens in Excel.
8. Notice the top of the worksheet area, right below the ribbon, there is a security warning:

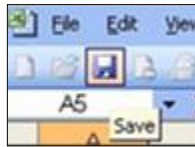


9. Click **Options**.
The Microsoft Office Security Options dialog box opens.

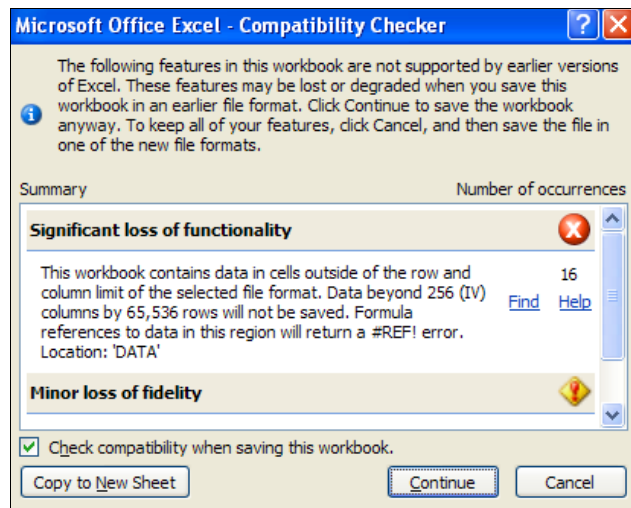


10. Select **Enable this content** and click **OK**.
Any macros in the workbook can now be run.
11. Enter your data into the spreadsheet ([Instructions](#) for completing the spreadsheet).

12. **Save** your changes.



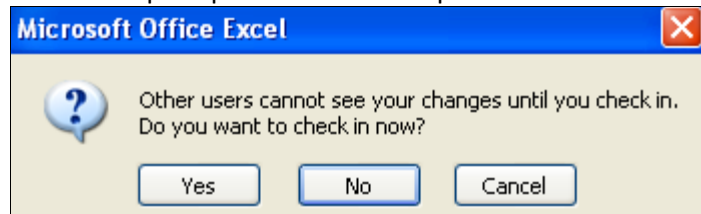
A dialog box about loss of fidelity displays because you are using Excel 2007 and the template is Excel 2003.



13. Click **Continue**.

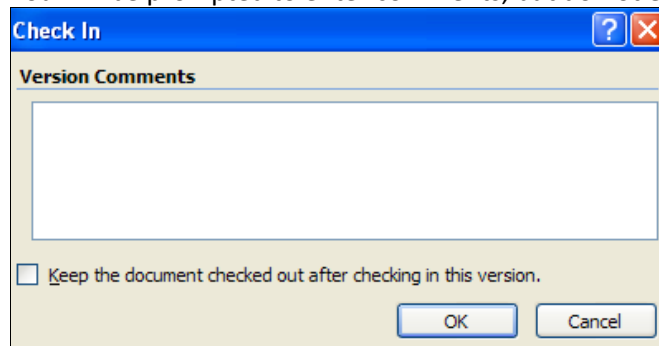
14. **Close** out of Excel.

You will be prompted to check the spreadsheet in.



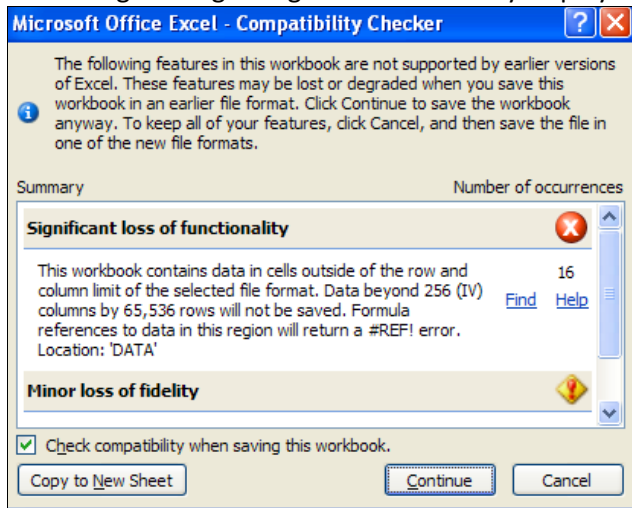
15. Click **Yes**.

You will be prompted to enter comments, but do not enter them here.



16. Click **OK**.

The dialog box regarding the loss of fidelity displays again.



17. Click **Continue**.

18. **Close** Excel again.

You will be returned to the District Reviewer Library.

As appropriate, contact your District Reviewer and let them know the Plan is ready for their review. You can let them know via phone, e-mail, or in-person.

After you receive notification from your District Reviewer that they have reviewed the plan, you will have to decide which action to take. Your District Reviewer will notify you via phone, e-mail, or in-person.

If the District Reviewer approved the plan as is, you are ready to submit the plan. Change the status to **Initial Submission**. To learn how to change the status, go directly to the [Submit a Plan](#) section of this guide.

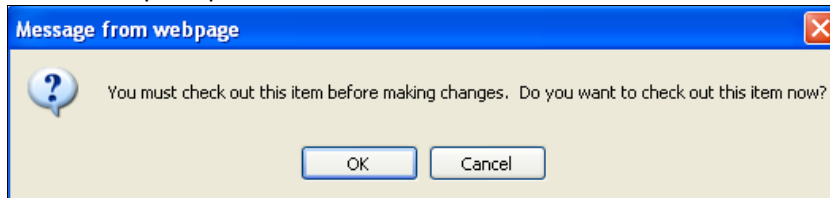
If the District Reviewer indicates changes are needed, you can make the change(s) and repeat the internal review process until you can follow the [Submit a Plan](#) section. Refer back to the [Edit the Plan](#) section within this guide to edit your plan.

Submit a Plan

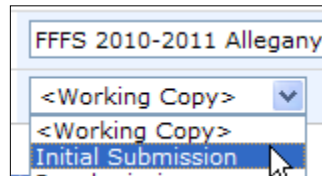
To submit a Plan for the first time, the District Submitter will set the Plan Status property to **Initial Submission**.

1. Navigate to the **District Working Library** within SharePoint.
2. Locate your file and click the down-arrow to the right of the file name.
3. Select **Edit Properties**.

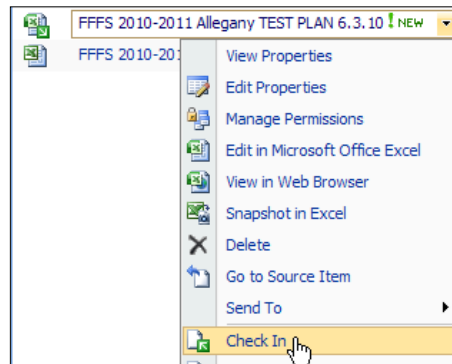
You will be prompted to **Check Out** the file first.



4. Click **OK**.
5. Select **Initial Submission** from the list.



6. Click **OK**.
You are returned to the **District Working Library**.
7. Hover over the Plan name and click the down-arrow, select **Check In**.
You will be prompted to enter comments, but you do not have to enter any.



8. Click **OK**.
You are returned to the **District Working Library** and the Plan has been submitted.
9. **Close** SharePoint by closing Internet Explorer.

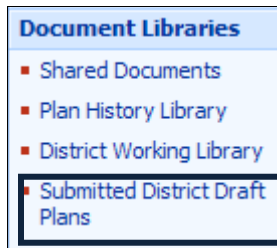
Note: The submission needs to be triggered by **Checking In** the Plan. If you forget to click **Check In**, the plan will not be submitted to the State Reviewers.

For now, your part is complete. The FFFS Plan SharePoint site will generate e-mail notifications to you about the status of your Plan during the State Team review period.

A Submitted Plan

What happens to a submitted Plan?

- Once submitted, you and District Reviewer(s) will receive an e-mail confirmation that the Plan has been submitted.
- The Plan will no longer appear in the District Working Library.
- A read-only copy of the submitted Plan will be placed in the **Submitted District Draft Plans** library for your reference in the event that a State Reviewer has a question about the Plan.



- Once the Plan is approved by the State Review Team, the read-only copy is removed and the approved Plan is available in the District Working Library once again.

State Review Process

When the plan is submitted to the State Reviewers, they will all review the plan and you will be notified via e-mail. There are two possible e-mails you will receive depending on the outcome of the review:

- **Approval Outcome** – If the State Review Team approves the Plan, you will receive an approval e-mail and no further action is necessary from you.

Dear Commissioner: Justin Donohoe	
We are pleased to inform you that your district's initial SFY 2010-11 Flexible Fund for Family Services (FFFS) Plan have been approved on Jun 8, 2010. Both the Office of Temporary and Disability Assistance (OTDA) and the Office of Children and Family Services (OCFS) have reviewed and approved the information your district has entered. A copy of your initial plan has been placed into your district's Approved Folder on the FFFS Share Point site. A working copy of your approved plan has been placed into your District Folder.	
Claiming and reporting procedures are outlined in Part IV, Sections 3.1 and 3.2 of ADM-124.	
In closing, we would like to assure you that staff from OTDA and OCFS are available to assist you with any issues related to your Flexible Fund Plan. If you have any questions or concerns, please contact the appropriate person listed below:	
OTDA - Fiscal	Region 1-4: Edward Conway (518) 474-7549 Region 5: Marc Solomon (914) 995-5663 Region 6: Marian Borenstein (212) 961-8250
Employment	John James (518) 473-0430
Plan and TANF Services	Chris Insull (518) 474-9494
OCFS – Budget	Edna Mae Reilly (518) 474-1361 Rayana Gonzales (518) 402-3324
OCFS Program	OCFS Regional Offices

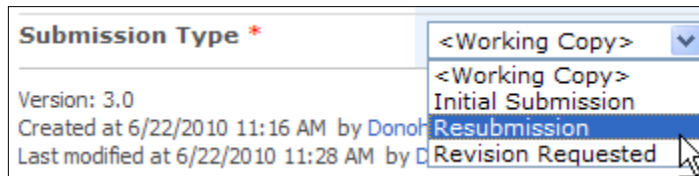
- **Changes** – If the Plan is not approved (one or more State Reviewers have comments) you will receive an e-mail stating that the appropriate State Reviewer will be contacting you to discuss the issue(s) and that resubmission of the plan is likely. The e-mail is just a notification.

The FFFS 10-11 Albany New Test Plan 6_8_10.xlsx requires modification/clarification. OTDA and OCFS have reviewed the Plan and have comments. You or your staff will be contacted by the appropriate state staff to discuss the comments.
Once the comments have been resolved the district must resubmit its Plan.
To access your Plan please click on this link: Access the FFFS Plan
To submit the Plan please click on this link: Edit the FFFS Plan Properties
Note: Please coordinate with your local Reviewer(s)/Submitter(s) to resolve any issues and to re-submit your Plan in a timely manner. Thank you.

Re-submit the Plan

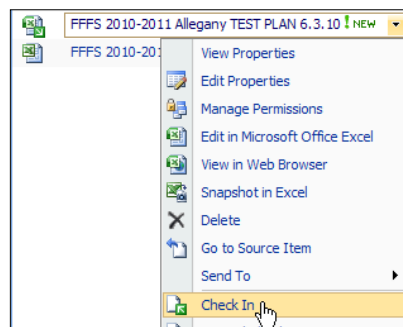
When the issues have been discussed/ resolved and the Plan is ready to be resubmitted to the State Reviewers, choose **Resubmission** from the list of **Submission Types**.

1. Navigate to your **District Working Library** within SharePoint.
2. Click the **down-arrow** to the right of the file name.
3. Select **Edit Properties**.
You will be prompted to **Check Out** the file first.
4. Click **OK**.
5. Select **Resubmission** from the list and click **OK**.



You are returned to the District Working Library.

6. Click the **down-arrow** of the plan and select **Check In**.



You will be prompted to enter comments but you do not have to enter any.

7. Click **OK**.
8. **Close** SharePoint by closing Internet Explorer.

Note: The resubmission needs to be triggered by **Checking In** the plan. If you forget to click **Check In**, the plan will not be re-submitted to the State Reviewers.

WARNING!



After each of the district's Initial Plans have been approved by OTDA/OCFS, and you are requesting **subsequent revision** to the Plan, you must NOT choose **Initial Submission when requesting your plan to be modified**. Depending on the situation, choose **Resubmission** if you are reacting to State comments/discussion. Choose **Revision Requested** when the district is initiating revision.

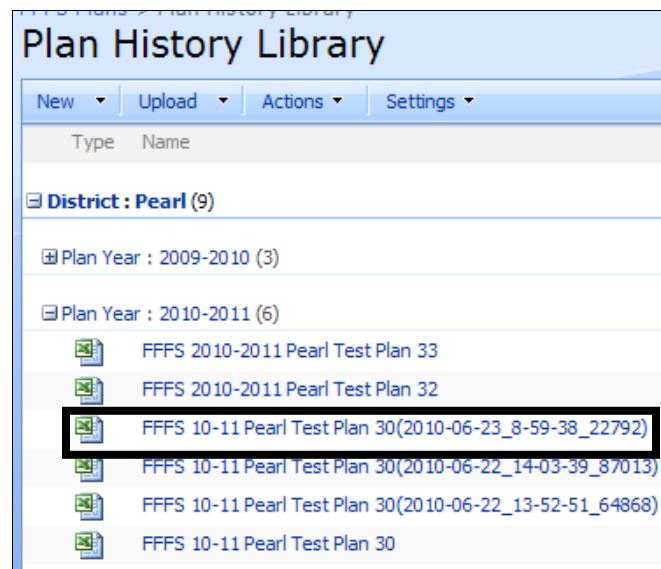
Plan Approved

Once the plan is approved, it is moved into two locations within SharePoint – Plan History Library and the District Working Library. It is important to note that the file names might appear slightly different if any revisions are made.

The **Plan History Library** is a read-only library and no one can edit a document within it. If a plan has had revisions after it has been initially approved, the file name will have the extension of date and time added to the regular format file name.

In the picture below you can see that **Test Plan 30** was originally approved, but had three revisions. The dates will tell you which is the most recent version. See screen shot below.

Test Plan 32 and **Test Plan 33** have both been approved, but have had no revisions; therefore, they are the most recent versions.



If you need to make revisions to a plan after it has been approved, you will navigate to the **District Working Library**.

The District Working Library only houses the most recently approved Plan and never has a date/time stamp. You would use the [Edit the Plan](#) and then the [Re-submit the Plan](#) sections of this manual to guide you through the revision requested process.

HELP

If you have any questions relating to the SharePoint process, please contact Christine Insull at (518) 474-9494 or send an e-mail to Christine.Insull@otda.state.ny.us. If you have any questions regarding the Excel template itself, please contact Ed Conway at (518) 474-7549 or send an e-mails to Edward.Conway@otda.state.ny.us

2010-11 Child Welfare Thresholds for FFFS Allocations

DISTRICT	THRESHOLD	DISTRICT	THRESHOLD
Albany	\$4,829,483	Oneida	\$ 4,221,230
Allegany	1,491,665	Onondaga	8,229,377
Broome	3,227,501	Ontario	1,098,610
Cattaraugus	1,290,165	Orange	5,119,130
Cayuga	1,295,707	Orleans	768,248
Chautauqua	2,323,472	Oswego	2,088,042
Chemung	1,348,643	Otsego	882,305
Chenango	777,858	Putnam	814,741
Clinton	1,756,747	Rensselaer	1,502,219
Columbia	1,008,478	Rockland	4,126,192
Cortland	1,091,984	St. Lawrence	2,113,213
Delaware	1,014,669	Saratoga	1,528,580
Dutchess	2,430,186	Schenectady	3,042,665
Erie	15,033,020	Schoharie	868,979
Essex	772,344	Schuyler	482,877
Franklin	821,244	Seneca	741,901
Fulton	633,362	Steuben	1,638,439
Genesee	787,612	Suffolk	13,397,368
Greene	624,189	Sullivan	1,179,907
Hamilton	29,972	Tioga	601,453
Herkimer	621,457	Tompkins	1,876,992
Jefferson	3,775,646	Ulster	3,240,782
Lewis	546,242	Warren	577,412
Livingston	1,322,553	Washington	706,679
Madison	743,393	Wayne	856,577
Monroe	10,232,333	Westchester	13,983,651
Montgomery	699,686	Wyoming	419,062
Nassau	8,462,294	Yates	308,828
Niagara	3,279,868	New York City	193,635,109
New York State		\$342,322,341	

FLEXIBLE FUND for FAMILY SERVICES**Desk Reference Guide****State Fiscal Year 2010-2011**

Programs		Start Date	End Date	Claiming Method	TRACS Label	Submit Claims by	Final Plan Revisions Due
1.	TANF Services, Drug/Alcohol & DVL	Oct 2009	Mar 2013	TRACS	FFFS 2010 Plan 6	03/31/13 *	03/31/13 *
2.	TANF Services Non-Recurrent Costs	Oct 2009	Mar 2013	TRACS	Non-Recurrent FFFS 10	03/31/13 *	03/31/13 *
3.	TANF Employment Services	Jan 2010	Mar 2013	RF2A		03/31/13 *	03/31/13 *
4.	Additional Non-Residential Domestic Violence	Oct 2009	Sep 2010	TRACS	Non Res DV FFFS 10	03/31/11	03/31/11
5.	Child Welfare Other Than Title XX Transfer						
5a.**	Child Welfare (EAF or 200%) Program	Oct 2009	Sep 2010	RF2		03/31/11	03/31/11
5b.	Child Welfare (EAF or 200%) Administration	Oct 2009	Sep 2010	RF2A		03/31/11	03/31/11
5c.	EAF JD/PINS (Foster Care/Tuition)	Oct 2009	Sep 2010	RF2		03/31/11	03/31/11
5d.	NYC Tuition FC	Oct 2009	Sep 2010	RF2		03/31/11	03/31/11
5e.	PINS/Prevention/Detention Diversion Services	Oct 2009	Mar 2013	TRACS	Det Prev FFFS 10	03/31/13 *	03/31/13 *
6.	TANF Assistance and Eligibility Administration	Jan 2010	Mar 2013	RF2A		03/31/13 *	03/31/13 *
7.	Title XX Transfer Below 200%						
7a.	Child Welfare	Oct 2009	Sep 2010	RF2/RF2A		03/31/11	03/31/11
7b.	AP/DV	Oct 2009	Sep 2010	RF2/RF2A		03/31/11	03/31/11
7c.	Non-AP/DV	Oct 2009	Sep 2010	RF2/RF2A		03/31/11	03/31/11
7d.	Community Optional Preventive Services (COPS)	Oct 2009	Sep 2010	TRACS	COPS 2009 - 2010	03/31/11	03/31/11
8.	Additional Child Care Transfer						
8a.	Additional Child Care Transfer FFY 10	Oct 2009	Sep 2010	RF2		03/31/11	N/A
8b.	Additional Child Care Transfer FFY 11	Oct 2010	Sep 2011	RF2		03/31/12	03/31/11
9.	State Administered Contracts	<i>As per Approved Contract</i>					
10.	Local Share of Family Assistance	Oct 2010	Sep 2011	RF2		06/30/12 *	06/30/12 *

* If rollover occurs, the applicable **Submit Claims by** date and the **Final Plan Revisions Due** date is 02/01/12.

** The FFFS Child Welfare Direct component of the Child Welfare program costs should be submitted on paper form 3922.

State Administered Programs/Contracts			
Program/Contract	SFY 10-11 TANF Funds	Status of Program Funding	Contact
ACCESS/Hamilton College	\$0	This program ended on 6/30/10.	Elise Relyea 518-473-2530 Elise.Relyea@otda.state.ny.us
Advantage Schools	\$11.213M	Current contracts have end dates ranging from 8/31/10 to 6/30/11.	Johnsie Hassan 518-473-4463 Johnsie.Hassan@ocfs.state.ny.us
AFL/CIO Workforce Development Institute	\$0	This contract is being extended to 3/31/11 using funds from prior budget years.	Wayne Barnard 518-486-5129 Wayne.Barnard@otda.state.ny.us
Alternatives to Detention/Alternatives to Residential Placement	*An additional \$761,940 is funded from the State General Fund	The 10-11 funds will support contracts through 6/30/11.	Programmatic questions should be directed to the appropriate Regional Office, Division of Child Welfare and Community Services (see 09-OCFS-LCM-11 for contact list)
ATTAIN - Technology Labs	\$0	Funding from prior budget years will support the current labs through 3/31/11.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.state.ny.us
Bridge	\$1M	The decrease in funding will result in the termination of the CBO and college based program sites effective 8/31/10. The North Country and current EOC programs will continue.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.state.ny.us
Build NY	\$0	This contract has been extended to 6/30/11 using funds from prior budget years.	Peter Lansburg 518-473-2513 Peter.Lansburg@otda.state.ny.us
Career Pathways	\$5M	New and existing funds will be combined to continue all 28 contracts until 1/31/12.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.state.ny.us
Caretaker Relative	\$0.25M	Currently funded through 11/30/10.	Robert Resnick 518-402-6775 Robert.Resnick@ocfs.state.ny.us
Centro of Oneida	\$0	This program is currently funded through 6/30/10.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.state.ny.us
Community Solutions for Transportation (CST)	\$0	48 districts have approved CST 10 plans in place through 6/30/10. Districts may continue to expend remaining CST balances until 6/30/11.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.state.ny.us
Disability Advocacy Program (DAP)	\$0.483M	Currently funded through 12/31/10.	Archiah Philips 518-474-9109 Archiah.Philips@otda.state.ny.us
Educational Resources (ER)	\$0.125M	Funding from prior budget years will be combined with the SFY 10-11 funds to continue contracts through 12/31/11.	Anthony DeCrescenzo 518-473-3056 Tony.Decrescenzo@otda.state.ny.us
Emergency Needs for the Homeless (ENHP)	\$0.125M	Currently funded through 8/30/11.	Linda Camoin 518-473-1099 Linda.Camoin@otda.state.ny.us
Green Jobs Corps Program	\$2M	Current program period extended until 12/31/10. New LCM will be issued for SFY 10-11 funds.	Susanne Haag 518-486-6291 Susanne.Haag@otda.state.ny.us
Health Care Jobs Program	\$2M	Current program period extended until 12/31/10. New LCM will be issued for SFY 10-11 funds.	Kathryn DeBella 518-408-4972 KathrynM.DeBella@otda.state.ny.us
Home Visiting	\$0	Current contracts have end dates ranging from 5/31/10 to 9/30/10.	Bernadette Johnson 518-402-6770 Bernadette.Johnson@ocfs.state.ny.us
Local Interagency VESID Employment Services (LIVES)	\$0	Contracts are in place through 4/30/11.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.state.ny.us
New York State Refugee Resettlement Program (NYSRRAP)	\$0.5M	Currently funded through 11/30/10.	Wanda Byrd 518-402-3028 Wanda.Byrd@otda.state.ny.us
Non-Residential Domestic Violence	\$1.449M	The 10-11 funds will support contracts through 6/30/11.	Edward Cullings (518) 473-7950 Edward.Cullings@ocfs.state.ny.us
Rochester- Genesee Regional Transportation Authority (R-GRTA)	\$0.403M	This program is currently funded through 9/30/10. A plan for utilizing the 10-11 funds is under development.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.state.ny.us
Settlement House	\$1M	Currently funded through May 31, 2011.	Colleen Jannicelli 518-474-8627 Colleen.Jannicelli@otda.state.ny.us
Strengthening Families through Stronger Fathers Program	\$0	Currently funded through May 31, 2011.	Kenneth Braswell 518-408-4971 Kenneth.Brasell@otda.state.ny.us
Summer Youth Employment (SYEP)	\$15.5M	Districts were notified on their 2010 SYEP allocations per 10-LCM-08. Contracts are currently funded until 9/30/10.	Melissa Alexander 518-473-3018 Melissa.Alexander@otda.state.ny.us
Supplemental Homelessness Intervention (SHIP)	\$1.006M	Currently funded through 8/31/10.	Andrea Collins 518-486-6102 Andrea.Collins@otda.state.ny.us
Supported Housing for Families and Young Adults (SHFYA)	\$2.5M	Currently funded through 8/31/10 (26 contracts) and 2/28/11 (45 contracts).	Kimberly Smith 518-473-8968 Kimberly.Smith@dfa.state.ny.us
TANF Preventive Services	\$6M	Currently funded with contract end dates ranging from 12/31/10 to 6/30/11.	Anne Ball 518-473-8267 Anne.Ball@otda.state.ny.us
Transitional Jobs Program	\$5M	Current program period extended until 12/31/10. New LCM will be issued for SFY 10-11 funds.	Libby McGinn 518-486-6157 Elizabeth.McGinn@otda.state.ny.us
Wage Subsidy & Transitional Employment (WSP-TE)	\$0	Currently funded through 12/31/10.	Peter Lansburg 518-473-2513 Peter.Lansburg@otda.state.ny.us
Welfare to Careers/Metropolitan College	\$0.25	The 10-11 funds will support contracts until 12/31/10.	Elise Relyea 518-473-2530 Elise.Relyea@otda.state.ny.us
Wheels for Work (WfW)	\$0.409	All contracts are funded until 2/28/11. A plan for utilizing the 10-11 funds is being developed.	Elise Relyea 518-473-2530 Elise.Relyea@otda.state.ny.us