



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

David A. Paterson
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	10-LCM-08
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	June 18, 2010
Subject:	2010 TANF Summer Youth Employment Program Allocations
Contact Person(s):	Melissa Alexander (518) 473-3018 Melissa.Alexander@otda.state.ny.us
Attachments:	Attachment A – 2010 SYEP Allocations Attachment B – 2010 SYEP Local District Designation Form Attachment C – LDSS – 3922 Claim Form for 2010 SYEP
Attachment Available Online:	Yes

Section 2

I. Purpose

A total of 15.5 million has been made available to support the 2010 Temporary Assistance for Needy Families (TANF) Summer Youth Employment Program (SYEP). The purpose of this Local Commissioners Memorandum (LCM) is to provide local districts with their 2010 TANF SYEP allocations, and to request each district to make certain decisions regarding the administration of this summer's program and the use of their allocation.

II. Background

The SYEP provides summer employment and educational experience that will enable youth to acquire work skills, gain income, and participate in activities that support their occupational goals. Since 2000, TANF funding has been used to support SYEP, and beginning in 2005 the state agency administration for the TANF SYEP became the responsibility of the Office of Temporary and Disability Assistance (OTDA). Since that time, TANF SYEP funds have been allocated to each county Department of Social Services (districts). Districts may opt to retain their allocation and use local mechanisms (e.g., local contracts, transfer funds between county agencies) to operate the program or

can assign the funds to their local Workforce Investment Board (WIB) to operate the program. Districts are also allowed to transfer a portion of their allocation to their Flexible Fund for Family Services (FFFS) for non-SYEP purposes, as long as a statewide minimum of \$14.2 million is used for the Summer Youth program. Therefore, districts will initially be allowed to transfer up to 8.5 percent of their TANF SYEP funds to the FFFS. 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 district basis.

III. Program Activities and Services

The purpose of the TANF SYEP is to provide eligible youth with a quality employment and educational experience during the summer months. For many youth, this is their first introduction to the world of work. Valuable lessons that center around employment, including work ethic, appropriate workplace behavior, interaction with co-workers and supervisors, receiving a paycheck and money management are learned. To augment the work component of the TANF SYEP, providers include educational and/or career exploration activities which will better prepare youth as they continue their education and transition to the world of work. Allowable activities and services for the TANF SYEP include work subsidies for youth (payment to employer or third party), education and training, as well as supportive services such as transportation, counseling and incentive payments.

Although the 2010 reduction to the TANF SYEP resulted in a reduction in the allocation of every district, last year, districts made special efforts to increase the participation of foster care, juvenile justice and runaway and homeless youth in their summer's program and, if possible, we ask that such outreach efforts continue in 2010.

IV. Allocations

A total of \$15.5 million is available to support the 2010 TANF SYEP. Eighty percent of each district's allocation was based on its 2009 allocation, with the balance distributed based on each district's share of the statewide number of 14 to 20-year-olds with income under 200% of the federal poverty level. District allocations are provided on Attachment A.

V. Claiming Instructions and Forms for Local Districts

For districts opting to assign all or a portion of the SYEP 2010 allocation to WIBs, the districts will be held liable for funds not used in a manner consistent with the purpose of the SYEP allocation or where funds are due from the WIB. Instances which may result in a payment to OTDA may include overpayment of claims or disallowances of claims resulting from audits performed by OTDA and other agencies. WIBs will have 30 days from the end of the program (or after final notification of an audit finding) to repay OTDA. After two attempts, these payments will be recouped by bottom line adjustment. We will keep the local districts' accounting offices apprised of our attempts to reach the WIBs.

For 2010, SYEP payments will consist of 2 monthly advances of 50% and 25% of the allocation for the months of July and August. These funds will be sent on, or near, the first of each month. The last 25% of the allocation will be paid as claims are submitted to substantiate payment.

Final TANF federal regulations have set a 15% spending limitation on administrative costs. These regulations define program and administrative costs as follows:

- Program costs are the direct salaries and fringe benefit costs of the staff providing direct services, providing program information to clients, developing employability plans, providing work activities, providing post-employment services, providing work supports, and performing case management services. Contracts, whose main purpose is to provide services defined as program costs as above, should be considered program as well.
- Administrative costs are the salaries and fringe benefits of staff performing activities related to eligibility determinations, preparing program plans, budgets and schedules, monitoring programs and projects, performing procurement activities, providing public relations, performing accounting, legal, payroll and personnel activities, providing management of property, preparing reports and other documents.

Note: Expenditure claims for 100% Federal reimbursement under this program cannot be funded by other sources of revenue nor used as match for other programs.

Attachment C is an updated LDSS-3922 claim form specifically for SYEP DSS 2010.

Project expenditures should be identified as F17 functional costs and reported on Schedule D-17 "Distribution of Allocated Costs to Other Reimbursable Programs" (LDSS-3274) in a column labeled Summer Youth. These costs will carry forward to "Reimbursement Claim for Special Projects" (LDSS-3922) and labeled as SYEP DSS 2010 in the Project Name box. These costs should be reported in the Administration Costs column on the appropriate lines. Any client related program costs should be reported on the LDSS-3922 under the Non-Administration Costs column on the appropriate lines. Any costs associated with the payment of wage subsidies to participants should be reported under Non-Administration Costs, line 12 – Assistance Direct to Clients.

Consistent with the definition at 45 CFR 260.31(b) (2) and at 45 CFR 286.10(b) (2), work subsidies means payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; include all expenditures related to operating a subsidized employment program, including the cost of overseeing the program, developing work sites, and providing training to participants. This includes any legitimate costs submitted to districts as contractual costs; the amount of work subsidies must be entered on line 12, with the balance of the contracted services entered on line 4 – Contractual Costs.

Any costs in excess of the allocation should be claimed on the Schedule D-3 “Allocation and Claiming for Administration Costs for Employment Programs” (LDSS-2347-B1). LDSS-3922 and LDSS-2347-B1 reports should be completed and submitted 30 days after the end of the month.

Please refer to the Fiscal Reference Manual (FRM) Volume 2, Chapter 3 for further LDSS-3922 instructions. Instructions for Schedule D-3 are found in Volume 3 (Volume 4 for New York City) of the FRM, Chapter 10.

For districts opting to transfer SYEP funds to the FFFS, expenditures for those funds should be claimed in accordance to the requirements of those projects.

SYEP related claims must be for services provided during the period May 1, 2010 through September 30, 2010. Expenditures for such services must be made by October 31, 2010, and claims for these expenditures must be submitted no later than December 15, 2010.

Only claims with an original signature will be considered for reimbursement; faxed or e-mailed claims will not be accepted. Complete LDSS-3922 forms should be sent to the following address:

New York State Office of Temporary and Disability Assistance
Bureau of Financial Services – Claims Unit
40 North Pearl Street, Floor 14C
Albany, NY 12243

Fiscal/Claiming Contacts:

- Regions 1 – 4 Contact:
Edward Conway 1-800-343-8859, extension 4-7549 or (518) 474-7549
Edward.Conway@otda.state.ny.us

- Region 5 Contact:
Michael Borenstein (212) 961-8251
Michael.Borenstein@otda.state.ny.us

- Region 6 Contact:
Marian Borenstein (212) 961-8250
Marian.Borenstein@otda.state.ny.us

VI. Necessary Action

Each district must complete the TANF SYEP Local District Designation Form (Attachment B) to indicate if funds are to be transferred to the districts' FFFS Plan, and whether TANF SYEP funds will be retained or assigned to the local WIB. **By June 23, 2010**, send the completed forms to:

Melissa Alexander
New York State Office of Temporary and Disability Assistance
Center for Employment and Economic Supports
40 North Pearl Street – 9 C
Albany, New York 12243
or
Melissa.Alexander@otda.state.ny.us
(518) 473-7993 (fax)

For those districts opting to assign funds to the local WIB, the appropriate WIB will be notified of the amount of funds available to serve participants from each respective county within their Local Workforce Investment Area. Local WIBs that will operate the 2010 TANF SYEP will receive program guidelines including the necessary claim forms and claiming instructions under a separate letter.

It is extremely important that the Local District Designation Form be submitted by the required due date. Specific program guidelines and claiming instructions will be issued separately.

Issued By

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

Attachment A

District	2010 TANF SYEP Allocation
Albany	\$214,110
Allegany	\$76,587
Broome	\$178,736
Cattaraugus	\$92,421
Cayuga	\$60,053
Chautauqua	\$137,041
Chemung	\$81,232
Chenango	\$50,660
Clinton	\$89,813
Columbia	\$26,392
Cortland	\$64,113
Delaware	\$40,984
Dutchess	\$154,419
Erie	\$689,795
Essex	\$29,463
Franklin	\$54,210
Fulton	\$47,395
Genesee	\$43,609
Greene	\$40,588
Hamilton	\$4,194
Herkimer	\$50,834
Jefferson	\$134,739
Lewis	\$32,460
Livingston	\$71,813
Madison	\$69,054
Monroe	\$549,978
Montgomery	\$42,234
Nassau	\$372,535
Niagara	\$175,298
NYC	\$8,543,570
Oneida	\$164,827
Onondaga	\$355,992
Ontario	\$64,472
Orange	\$207,338
Orleans	\$35,819
Oswego	\$148,772
Otsego	\$72,857
Putnam	\$16,902
Rensselaer	\$110,331
Rockland	\$119,926
St Lawrence	\$168,818
Saratoga	\$78,621
Schenectady	\$85,406
Schoharie	\$33,741
Schuyler	\$19,345
Seneca	\$34,760
Steuben	\$93,931
Suffolk	\$502,304
Sullivan	\$62,450
Tioga	\$37,258
Tompkins	\$181,237
Ulster	\$110,291
Warren	\$42,633
Washington	\$32,916
Wayne	\$58,661
Westchester	\$383,970
Wyoming	\$35,396
Yates	\$22,696

**2010 TANF Summer Youth Employment Program
Local District Designation Form**

On behalf of the _____ County Department of Social Services, I,

_____, as Commissioner of the _____ Department of Social Services, hereby instruct the Office of Temporary and Disability Assistance to disburse our 2010 TANF Summer Youth Employment Program allocation as detailed below. I certify that I have the legal authority to authorize the assignment of these funds. The funds dedicated to the operation of the 2010 TANF Summer Youth Employment Program will be used in accordance with program and fiscal guidelines.

Local District _____

TANF SYEP Allocation \$ _____

Amount of Transfer to FFFS \$ _____
(optional) (must not exceed 8.5% of Allocation)

Amount Dedicated to 2010 \$ _____
TANF SYEP (must be at least 91.5% of Allocation)

Amount Assigned to WIB \$ _____
(optional)

Completed by: _____

Date: _____

Commissioner's Signature

2010 TANF Summer Youth Employment Program
Local District Designation Form

REIMBURSEMENT CLAIM FOR SPECIAL PROJECTS

LDSS-3922 (REV. 12/00)

DISTRICT		PROJECT NAME	SYEP DSS 2010	
MONTH/YEAR				
ITEM		NON-ADMINISTRATION COSTS	ADMINISTRATION COSTS	TOTAL COSTS
TOTAL SALARY & FRINGE BENEFITS				
1. SALARY COSTS				0
2. FRINGE BENEFITS				0
3. TOTAL SALARY & FRINGE BENEFITS		0	0	0
NON-SALARY COSTS				
4. CONTRACTUAL COSTS				0
5. TRAVEL COSTS				0
6. EQUIPMENT COSTS				0
7. SUPPLIES				0
8. OTHER DIRECT EXPENSES				0
9. TOTAL NON-SALARY EXPENSES		0	0	0
10. OVERHEAD COSTS ALLOCATED				0
11. A-87 COSTS ALLOCATED				0
CLIENT RELATED COSTS				
12. ASSISTANCE DIRECT TO CLIENTS				0
13. SELF-SUFFICIENCY BONUS				0
14. DIVERSION TRANSPORTATION				0
15. OTHER (Purged and NPA)				0
16. TOTAL CLIENT RELATED COSTS		0		0
17. TOTAL PROJECT COSTS		0	0	0
18. FEDERAL SHARE		0	0	0
19. STATE SHARE				
20. LOCAL SHARE				

CERTIFICATE OF ADMINISTRATIVE OFFICIAL

The undersigned of the _____ (County/City) certifies that the expenditures (and value of goods and services supplied) for public assistance and care as shown above and in the supporting schedules and rolls which are a part hereof are just, true, and correct and have been authorized by them; that the grantees to whom or in whose behalf the expenditures for public assistance and care shown above and in the schedules which are a part hereof were made, have been investigated and found in need of assistance or care provided and that such expenditures were made under the provisions of the Social Services Law and rules and regulations of the State Department of Family Assistance; that the expenditures (and value of goods and services supplied) for welfare administration as shown above, were necessary and required in the administration of public assistance and care pursuant to the Social Services Law and the rules and regulations of the State Department of Family Assistance and that the amounts shown are correct and approved; that no part of the expenditures stated above and in the attached schedules have been claimed previously except as stated herein.

DATE _____
 TITLE _____

 SIGNATURE OF ADMINISTRATIVE OFFICER

CERTIFICATE OF FISCAL OFFICER

The undersigned of the _____ (County/City) certifies that they have made expenditures for public assistance and care and administration thereof in the amounts shown above and in the supporting schedules and rolls which are a part hereof; that such expenditures were made on the authority of the administrative official whose certificate appears herein; that the amounts stated above as Federal and State shares of expenditures are actually due and owing from the State of New York; that these amounts represent the claim of _____ (County/City) for the month of _____; that the amounts stated herein are just, true, and correct; that no part thereof has been paid; that such amounts are actually due and owing.

DATE _____
 TITLE _____

 SIGNATURE OF FISCAL OFFICER