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## Local Commissioners Memorandum

<b>Transmittal:</b>	10-OCFS-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	September 13, 2010
<b>Subject:</b>	<b>2010-2011 Enhanced CPS Funds</b>
<b>Contact Person(s):</b>	See pages 3-4
<b>Attachments:</b>	Attachment A: SFY 2010-2011 Allocation Amount Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios
<b>Attachments Available Online:</b>	No

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts of the availability of \$1,514,360 of Local Assistance General Funds in the State Fiscal Year (SFY) 2010-2011 Enacted Budget for the improvement of child protective services staff-to-client ratios. This LCM also provides information on each social services district's allocation, the allocation methodology, how districts may use the funds, and planning and claiming requirements.

### II. Background

Chapter 110 of the Laws of 2010 appropriates additional state aid to reimburse 100 percent of social services district expenditures related to the improvement of staff-to-

client ratios in local districts' child protective services workforces including, but not limited to, new hiring to increase the number of caseworkers and supervisory staff in the local district child protective services workforce. Districts must certify that they will not be using these funds to supplant other state and local funds, and that claims for reimbursement under this appropriation will not be submitted for the same type and level of funds covered by any other state or locally authorized appropriations.

### **III. Program Implications**

Attachment A provides the amount of funding allocated to each social services district. A district is qualified to receive an allocation if: 1) the workload for the average worker was more than 12 reports as of June 30, 2010, as noted on the Open Case Inquiry Investigations Statewide Total Report, and 2) the percentage of overdue report determinations for the district was more than 10 percent as of July 7, 2010.

If eligible, a small district will receive \$24,440, a medium district - \$50,000, and a large district - \$75,000. District size for this purpose was based on Appendix B: Comparable Groups from the Monitoring and Analysis Profile – 2008.

In order to receive the allocated funds, social services districts must complete Attachment B, "Certification Re: Non-Supplantation and Plan." Districts must indicate on the form how they will utilize these funds. Funds for hiring additional staff must only be used for the cost of salary and fringe benefits, and must be spent by March 31, 2011.

To receive the funds, social services districts must submit plans to their respective Regional Office by October 8, 2010, that include the following information:

- If the funds will be used to hire staff, the position(s) for which the allotted funds will be used (indicate if full time, part time or per diem) and the estimated time frames as to when the position(s) is/are expected to be approved by the necessary local government authorities and when it is anticipated that the new staff will be hired (a letter from the chief executive officer and/or the chief elected official of the county is encouraged). OCFS's preference is for the approval and hiring to occur quickly;
- If funds will be used for overtime, start date for the use of overtime;
- If the funds will be used for innovative strategies to reduce the number of overdue report determinations and caseloads, details of the strategies that will be implemented; and
- Regardless of how the funds are used, the projected performance or outcomes measures for the reduction in the workload of the average worker as noted on the Open Case Inquiry Investigation Statewide Total Report as of June 30, 2010, and/or percentage of overdue report determinations for the district as of July 7, 2010, as applicable and the time frames for the reductions based on one or more of the strategies listed above.

#### IV. Fiscal and Claiming

There is \$1,514,360 in Local Assistance General Funds in the SFY 2010-2011 Budget for expenditures related to the improvement of staff-to-client ratios in the local district child protective services workforce. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning April 1, 2010, and ending March 31, 2011. As these funds are 100 percent state reimbursed, no additional federal revenues can be claimed based on any expenditure reimbursed by this funding.

NOTE: The staff funded by this initiative cannot be included in the Random Moment Survey (RMS) universe for those districts in the RMS for social services programs.

Reimbursement is 100 percent state share, up to the amount of the district's allocation. These project expenditures should be identified as F17 functional costs (Other Reimbursable Programs) on the Schedule D, "DSS Administrative Expense Allocation and Distribution by Function and Program" (LDSS-2347), and reported on the Schedule D-17, "Distribution of Allocated Costs to Other Reimbursable Programs" (LDSS-3274), in a column labeled as Enhanced CPS SR 4. These costs will carry forward to an LDSS-3922, "Reimbursement Claim for Special Projects," also labeled as Enhanced CPS SR 4 in the Project Name Box. These costs should be reported in the Administration Costs column on the appropriate lines. Please note that the associated A-87 costs are not reimbursable from state funds and therefore are 100 percent local share.

To receive reimbursement for these expenditures, social services districts must submit their claims electronically through the TRACS system. Expenditures must be made by March 31, 2011, and claims must be submitted no later than June 30, 2011. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation. Once final claims are in and any reallocation is completed, the excess will be factored into the 95.4 percent of 65 percent (62 percent) state share reimbursement calculations provided that the districts meet their child welfare threshold requirement.

Please refer to Fiscal Reference Manual (FRM), Volume 2, Chapter 3, for further LDSS-3922 instructions. Instructions for the Schedules D-2 and D-17 are found in Volume 3 (Volume 4 for New York City) of the FRM, Chapters 9 and 18, respectively. (<http://www.otda.state.ny.us/MAIN/resources/fiscal-reference> )

#### V. Contact Persons

Any programmatic questions should be addressed to the appropriate Regional Offices, Division of Child Welfare and Community Services.

BRO – Mary Miller	(716) 847-3145	<a href="mailto:Mary.Miller@ocfs.state.ny.us">Mary.Miller@ocfs.state.ny.us</a>
RRO – Karen Buck	(585) 238-8201	<a href="mailto:Karen.Buck@ocfs.state.ny.us">Karen.Buck@ocfs.state.ny.us</a>
SRO – Jack Klump	(315) 423-1200	<a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a>

ARO – Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.state.ny.us">Kerri.Barber@ocfs.state.ny.us</a>
SVRO – Patricia Sheehy	(914) 708-2499	<a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a>
NYCRO – Patricia Beresford	(212) 383-1788	<a href="mailto:Patricia.Beresford@ocfs.state.ny.us">Patricia.Beresford@ocfs.state.ny.us</a>

Any fiscal claiming questions should be directed to:

Regions I-IV: Edward Conway 1-800-343-8859, ext. 4-7549 or (518) 474-7549  
E-mail – [Edward.Conway@otda.state.ny.us](mailto:Edward.Conway@otda.state.ny.us)

Region V: Michael Borenstein (212) 961-8251  
E-mail – <mailto:Michael.Borenstein@otda.state.ny.us>

*/s/ Laura M. Velez*

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**Issued By:**

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services

*/s/ Thomas S. Tipple*

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**Issued By:**

Name: Thomas S. Tipple

Title: Deputy Commissioner

Division/Office: Administration

**Attachment A: SFY 2010-2011 Allocation Amount**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Broome	\$50,000	Niagara	50,000
Cattaraugus	50,000	Oneida	50,000
Chautauqua	50,000	Onondaga	75,000
Chemung	50,000	Ontario	24,440
Chenango	24,440	Orange	50,000
Clinton	24,440	Oswego	50,000
Columbia	24,440	Otsego	24,440
Cortland	24,440	Rensselaer	50,000
Dutchess	50,000	St. Lawrence	50,000
Essex	24,440	Schenectady	50,000
Franklin	24,440	Seneca	24,440
Fulton	24,440	Steuben	50,000
Herkimer	24,440	Suffolk	75,000
Jefferson	50,000	Sullivan	24,440
Livingston	24,440	Ulster	50,000
Madison	24,440	Warren	24,440
Monroe	75,000	Washington	24,440
Montgomery	24,440	Wayne	24,440
Nassau	75,000	Yates	24,440
		Total	\$1,514,360

**Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios (due by 10/8/2010)**

This is to certify that \_\_\_\_\_ social services district will use the allocation of these funds authorized by Chapter 110 of the Laws of 2010 in the amount of \$\_\_\_\_\_ to improve staff-to-client ratios in the local district child protective services workforce.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation, except to fund expenditures to continue or expand activities that were funded with the State fiscal year 2009-10 appropriation enacted for this purpose.

Plan for use of funds: (check all that apply)

- ☐ Hiring one or more new child protective services workers
- ☐ Hiring support staff and utilizing in a manner that will specifically reduce the workload of child protective services staff
- ☐ Paying overtime to existing child protective services workers
- ☐ Innovative strategies aimed at reducing overdue report determinations and /or Caseloads (specify) \_\_\_\_\_

**Narrative explanation** – Please describe details as to how the funds will be spent as outlined on page 2 under programs implications. Include performance or outcome measures that the social services district expects to utilize to determine the effectiveness of the planned strategy in improving staff-to-client ratios for child protective services workers and/or reducing overdue report determinations and the projected timeframes for meeting such measures.

**Signature and Title:**