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## Local Commissioners Memorandum

<b>Transmittal:</b>	10-OCFS-LCM-16
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Strategic Planning & Policy Development
<b>Date:</b>	November 23, 2010
<b>Subject:</b>	<b>Guidelines and Instructions for Preparing Child and Family Services Plan Update</b>
<b>Contact Person(s):</b>	See Technical Assistance Contacts, Page 4
<b>Attachments:</b>	Strategic Component – Child and Family Services Plan Administrative Component – Youth Bureau Administrative Component – Department of Social Services PINS Diversion Plan Child Care Technical Assistance - #1 Eligible Families Child Care Technical Assistance - #2 Limiting Eligibility for Other Eligible Families if Funds are Not Available
<b>Attachments Available Online:</b>	Yes. All Templates may be accessed individually at: <a href="http://www.ocfs.state.ny.us/main/policies/external/OCFS_2010/LCM/10-OCFS-LCM-16_docs.asp">http://www.ocfs.state.ny.us/main/policies/external/OCFS_2010/LCM/10-OCFS-LCM-16_docs.asp</a>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide the guidelines for the Annual Plan Update (APU) for the required county Child and Family Services Plan (CFSP). These guidelines are being provided separately and simultaneously to county youth bureaus and county probation departments. The APU is due January 31, 2011. Through this APU, counties will report on any changes being implemented in their current CFSP and make any necessary changes to their CFSP for the remaining period of their plan. Please note the current 2007-2010 CFSP plan cycle is being extended through December 31, 2011, in order to implement CFSP improvements and efficiencies prior to the next required full submission. County youth bureaus and local departments of social services (LDSS) are required by statute to develop and submit to New York State local multi-year plans for the provision of services and the allocation of resources. This CFSP also includes the required PINS Diversion Plan which is developed by LDSS, county youth bureaus and county probation departments.

## II. Background

OCFS is committed to assisting counties in having a local collaborative planning process.

The county planning process is designed to reflect the following principles and objectives:

- support and acknowledge a local collaborative planning process that includes broad stakeholder involvement;
- encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- clarify required planning expectations for counties;
- support a process that focuses on outcomes for children, youth, families, adults and communities;
- support the important respective administrative roles and responsibilities of county youth bureaus and departments of social services; and
- streamline and improve the design of the plan.

## III. Program Implications

Some requirements have been added to the APU based on changes to regulation or statutes since the CFSP Three-Year Guidelines were released on May 23, 2006. These new requirements are:

- Counties **must** report on their use of performance- or outcome-based provisions for preventive services. For contracted services, language has been added to the Administrative Component LDSS under sections I. b and II. (For directly provided services, the Strategic Component incorporates those requirements.)
- A regulatory change to 18 NYCRR section 415.2(a)(3)(vii)(c) became effective May 15, 2009, to address the needs of families where the caretaker(s) is a dislocated worker and is participating in a training program. The categories of families eligible for child care have been expanded if funds are available, and if a social services district has listed such families as eligible in its Child and Family Services Plan. Social services districts may choose to serve these families in order to provide safe and affordable child care to enable these caretakers to be trained in various skills, and rejoin the workforce in new employment. Any district that chooses to include this option in its plan must complete Appendix G- 2, number 11.
- In the child care portion of its Child and Family Services Plan, a district has the option to increase the enhanced market rate for eligible legally-exempt family child care and in-home child care categories up to 75 percent of the applicable registered family day care market rate. Districts that choose to increase the enhanced market rate must complete Appendix G-11.

## IV. Guidelines

The Annual Plan Update guidelines are based on existing requirements and are intended to make the process more efficient.

Efforts have been made to streamline the districts' provision of required information by using checklists, templates, etc. Input from local districts, youth bureaus, and probation has been incorporated and will be considered for future improvements to the county planning process.

Annual Plan Update Guidelines (attached)

The Annual Plan Update guidelines included here are:

- Strategic Component
- Administrative Component – Youth Bureau
- Administrative Component – Department of Social Services
- PINS Diversion Services

Templates (REQUIRED)

Templates have been created for each part of the CFSP APU. These templates correspond to the narrative sections of the plan and each appendix. This will allow counties to complete their work in an existing named document. The use of templates will facilitate electronic submission, enable prompt and complete submission of all documents, support a timely plan review process, and enhance the ability to find and share information contained in county plans.

The use of templates for the submission of this APU is ***required***. These templates are available online at the OCFS internet site under External Policies, Local Commissioners Memorandum at <http://www.ocfs.state.ny.us/main/policies/external/>.

Submission Date

All components of the APU are due to OCFS by January 31, 2011. Each county is **required** to email one electronic copy of its APU. All electronic submissions are required to be submitted in **Word** format; no other formats will be accepted. **New:** Hard copies of the APU are **not** required, and are **not** to be mailed to OCFS. Counties need only submit an electronic copy of their APU and a signed APU signature page. The signature page may be scanned and emailed, or a hard copy of the page may be mailed to the address below. Counties should maintain the original signed page for their records.

**A copy of the signed APU Signature Page may be mailed to:**

Attn: Kristin Gleeson  
County Plans  
Division of Child Welfare and Community Services  
Regional Operations  
NYS Office of Children and Family Services  
52 Washington Street, Room 321N  
Rensselaer, New York 12144

**The electronic APU (and a scanned copy of the signature page, unless a hard copy of the page has been mailed) should be emailed to: [Kristin.Gleeson@ocfs.state.ny.us](mailto:Kristin.Gleeson@ocfs.state.ny.us)**

### Technical Assistance Contacts

The regional offices' staff of the Division of Child Welfare and Community Services and the regional offices' staff of the Office of Youth Development listed below continue to be available and involved on an ongoing basis.

#### Regional Office – Child Welfare and Community Services (CWCS)

BRO	Dana Whitcomb	(716) 847-3145	<a href="mailto:Dana.Whitcomb@ocfs.state.ny.us">Dana.Whitcomb@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>
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ARO	Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.state.ny.us">Kerri.Barber@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>
SVRO	Pat Sheehy	(845) 708-2498	<a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a>

#### Regional Office – CWCS Youth Development

BRO	Christine Garmon-Salaam	(716) 847-3331	<a href="mailto:Christine.Garmon-Salaam@ocfs.state.ny.us">Christine.Garmon-Salaam@ocfs.state.ny.us</a>
	Joe Proietti	(716) 847-3860	<a href="mailto:Joseph.Proietti@ocfs.state.ny.us">Joseph.Proietti@ocfs.state.ny.us</a>
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SRO	Denise Dyer	(315) 423-5432	<a href="mailto:Denise.Dyer@ocfs.state.ny.us">Denise.Dyer@ocfs.state.ny.us</a>
	Thomas Mitchell	(315) 423-5491	<a href="mailto:Thomas.Mitchell2@ocfs.state.ny.us">Thomas.Mitchell2@ocfs.state.ny.us</a>
ARO	Matt Beck	(518) 473-2543	<a href="mailto:Matt.Beck@ocfs.state.ny.us">Matt.Beck@ocfs.state.ny.us</a>
	Lynda Fleurismond	(518) 402-3715	<a href="mailto:Lynda.Fleurismond@ocfs.state.ny.us">Lynda.Fleurismond@ocfs.state.ny.us</a>
NYCRO	Arlene Reece-Solomon	(212) 383-4704	<a href="mailto:Arlene.Reece@ocfs.state.ny.us">Arlene.Reece@ocfs.state.ny.us</a>
	Sonia Tate	(212) 383-4705	<a href="mailto:Sonia.Tate@ocfs.state.ny.us">Sonia.Tate@ocfs.state.ny.us</a>
SVRO/LIRO	Princella Stover	(516) 564-4445	<a href="mailto:Princella.Stover@ocfs.state.ny.us">Princella.Stover@ocfs.state.ny.us</a>

Questions on content areas may be directed to:

- Detention Services – Theresa Portelli, (518) 473-4630; [Theresa.Portelli@ocfs.state.ny.us](mailto:Theresa.Portelli@ocfs.state.ny.us)
- Child Care – Rhonda Duffney, (518) 474-3775; [Rhonda.Duffney@ocfs.state.ny.us](mailto:Rhonda.Duffney@ocfs.state.ny.us)
- Domestic Violence – Pamela Jobin, (518) 402-6766; [Pamela.Jobin@ocfs.state.ny.us](mailto:Pamela.Jobin@ocfs.state.ny.us)
- Adult Services – Paula Vielkind, (518) 474-9590; [Paula.Vielkind@ocfs.state.ny.us](mailto:Paula.Vielkind@ocfs.state.ny.us)
- Program Information – Robert Dick, (518) 474-3475; [Robert.Dick@ocfs.state.ny.us](mailto:Robert.Dick@ocfs.state.ny.us)

*/s/ Nancy W. Martinez*

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#### **Issued By:**

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning & Policy Development