



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001  
Andrew M. Cuomo  
Governor**

**Local Commissioners Memorandum**

**Section 1**

<b>Transmittal:</b>	11-LCM-01	
<b>To:</b>	Local District Commissioners	
<b>Issuing Division/Office:</b>	Office of Budget, Finance & Data Management	
<b>Date:</b>	March 11, 2011	
<b>Subject:</b>	Claiming Deadlines for Federal and State Reimbursement	
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<b>Attachments:</b>	None	
<b>Attachment Available On – Line:</b>		Not applicable

**Section 2**

**I. Purpose**

This Local Commissioners Memorandum (LCM) notifies social services districts of the State Fiscal Year (SFY) 10 –11 State Budget provision which requires a claiming deadline for reporting the Federal and State Share of eligible program expenditure claims. The state share claiming deadline was first noted for SFY 09-10 in 10-LCM-04, “Claiming Deadlines for State Reimbursement (revised June 11, 2010).”

**II. Background**

Pursuant to Chapter 53 and Chapter 110 of the Laws of 2010, SFY 10 – 11 appropriation authority is available for Federal and State reimbursement of eligible program expenditure claims provided the SFY 10 - 11 claiming deadlines are met.

### III. Program Implications

Subject to the above provision, Federal and State reimbursement claims for eligible program expenditures paid during the January 1, 2010 through December 31, 2010 period must be final accepted on the Automated Claiming System (ACS) by March 31, 2011 to obtain Federal and State share reimbursement. If claims are submitted after March 31, 2011, districts will not receive Federal or State reimbursement. However, the total expenditures that would be eligible for federal reimbursement and total Safety Net (SN) FNP Maintenance of Effort (MOE) expenditures will count towards the TANF Maintenance of Effort (MOE).

Payment of the Federal and State share of expenditures reported on the Schedules noted below is subject to the limits of these deadlines and available appropriation:

- Schedule A Expenditures for Family Assistance (LDSS-187)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Grand Total
  
- Schedule C Expenditures for Safety Net Assistance (LDSS-1040)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Grand Total
  
- Schedule F Schedule of Costs for Emergency Assistance to Needy Families with Children (LDSS-1285)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Total

Instructions for completing Schedules A, C, and F are found in the Fiscal Reference Manual (FRM) Volume 2, chapter 3 available at <http://otda.state.nyenet/bfdm/finance/docs/vol02.pdf>.

**Issued By**

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**Division/Office: Office of Budget, Finance & Data Management**