



**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

Transmittal:	11-LCM-08
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 24, 2011
Subject:	Supplemental Allocations for OTDA Transitional Jobs 2 Program
Contact Person(s):	<u>Program Related Questions:</u> Libby McGinn at (518) 486-6106, Elizabeth.McGinn@otda.state.ny.us or Employment Services Advisor <u>Claiming Related Questions:</u> <u>Regions 1-5</u> - Edward Conway (518) 474-7549, Edward.Conway@otda.state.ny.us <u>Region 6</u> - Michael Simon (212) 961-8250, Michael.Simon@otda.state.ny.us
Attachments:	Attachment A: Supplemental Allocations Attachment B: Budget Instructions Attachment C: Program Narrative Addendum Attachment D: Budget Form Attachment E: Budget Narrative
Attachments Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide each social services district with a supplemental allocation to support the continuation of the Transitional Jobs 2 program. Separate LCMs are being released to inform eligible districts of supplemental allocations that are being made available for the Green Jobs Corps 2 and Health Care Jobs 2 programs. This LCM also informs districts that the program period for the Transitional Jobs 2 program has been extended from September 30, 2011 to **June 30, 2012**.

II. Background

On November 5, 2010 10-LCM-18 Funding for OTDA Transitional Jobs 2 Program was transmitted to social services districts informing them of the availability of \$5,628,198 in federal TANF funds to continue the OTDA Transitional Jobs program to provide subsidized job placements combined with paid education and training to help TANF-eligible individuals advance into unsubsidized employment. These subsidized employment opportunities may be provided for up to one year for up to 40 hours per week, consistent with the district's previously approved Transitional Jobs 2 program plan.

An additional \$4,369,826 in unprogrammed TANF funding initially authorized by the Enacted SFY 2009-10 and SFY 2010-11 State Budgets is being made available to support supplemental Transitional Jobs 2 allocations. Attachment A provides each district's supplemental allocation made available through this memorandum and the total combined Transitional Jobs 2 allocation available to each district.

III. Program Implications

A. Program Requirements

Districts must refer to 10-LCM-18 for information regarding participant eligibility, and other program requirements pertaining to the use of Transitions Jobs 2 funding. All participants served under the Transitional Jobs 2 program must be TANF eligible as stated in 10-LCM-18. In all instances, priority for participation in the Transitional Jobs 2 programs shall be given to TANF-eligible public assistance recipients. Districts should also target services to TANF-eligible noncustodial parents and formerly incarcerated individuals who are also in receipt of public assistance or determined TANF eligible in accordance with 00-LCM-20.

B. Funding

The supplemental allocations are supported by \$4,369,826 in unprogrammed federal TANF Transitional Jobs funds. The allocations were calculated as follows: each eligible district's proportional share as compared to their Transitional Jobs 2 allocation.

Districts must ensure that these funds are used for increased costs associated with operating a new or expanded subsidized employment program (including the continuation of services from the first year of the Transitional Jobs program).

IV. Submission of Plans

Eligible districts that plan to use the supplement funding made available to continue services consistent with the SFY 10-11 Transitional Jobs 2 plan approved by OTDA must submit a plan narrative addendum (Attachment C) to reflect the total number of participants to be served, and the revised program period. In addition, districts must submit new budget forms (Attachment D) and budget narratives (Attachment E), using the templates provided with this LCM reflecting the new combined Transitional Jobs 2 and supplemental allocation (Total Combined

Allocation as identified on Attachment A). Access to the supplemental Transitional Jobs 2 allocation is contingent on OTDA's approval of the revised forms.

Districts that intend to make changes to their approved Transitional Jobs 2 plan must submit a complete revised plan, including revised plan narrative (in lieu of a plan narrative addendum), new budget forms and budget narratives to OTDA for review and approval. For example, a district that intends to use the supplemental allocation to target subsidized employment opportunities in a different sector than those described in the approved plan or to support additional training opportunities must submit a revised plan narrative in addition to the revised budget and budget narrative forms. Districts that intend to make changes to their approved Transitional Jobs 2 plan should contact Libby McGinn to discuss the change and to request a revised plan narrative. Districts should refer to 10-LCM-18 for specific information regarding plan format, participant eligibility and program requirements.

Completed forms as described above must be submitted no later than **October 5, 2011** to be eligible for the supplemental Transitional Jobs 2 allocation. The supplemental allocation will be made available to districts following OTDA's approval of completed forms/revised plan. Complete forms/revised plans should be e-mailed by **October 5, 2011** to Libby McGinn at Elizabeth.McGinn@otda.state.ny.us or mailed to the following address:

Ms. Libby McGinn
NYS Office of Temporary and Disability Assistance
Employment and Advancement Services Bureau
40 North Pearl Street, 11th floor
Albany, New York 12243-0001

The reimbursement of costs incurred under the Transitional Jobs 2 program continues to be contingent on OTDA's approval of the district's Transitional Jobs 2 plan.

V. Reporting Requirements

Districts are required to report information on an individual basis using the format provided by OTDA and transmitted on April 7, 2011.

VI. Claiming Instructions

All expenditures against the Transitional Jobs 2 allocation must be claimed in accordance with the local social services district's Transitional Jobs 2 program approved plan. Local districts may claim reimbursement for Transitional Jobs 2 expenditures made from October 1, 2010 through **June 30, 2012**. In those instances where a district supported services with year one Transitional Jobs allocation through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Transitional Jobs 2 program period accordingly. For example, if a district relied on Transitional Jobs funds through December 31, 2010, the district would submit a Transitional Jobs 2 program plan narrative addendum that has a program period of up to eighteen months (January 1, 2011 through June 30, 2012). Final claims for Transitional Jobs 2 must be received by August 15, 2012.

The administrative and/or contracted costs associated with approved plans should be reported in the F-17 function (Other Reimbursable Programs) on the Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347). These costs will

carry forward to the Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs, (LDSS-3274), and be reported in a column labeled Transitional Jobs 2. These expenditures will be claimed on Form LDSS-3922, Reimbursement Claims for Special Projects. The LDSS-3922 project name box label should be entitled Transitional Jobs 2. District staff not working fulltime on Transitional Jobs 2 must be time studied and only those related costs should be charged to Transitional Jobs 2.

The LDSS-3922 for Transitional Jobs 2 should be submitted on a monthly basis to the Bureau of Financial Services using the TRACS system. Districts must retain the signed LDSS-3922 which supports the claims submitted via TRACS for audit purposes. Starting with October claims, it is anticipated that these claims will be submitted utilizing the new RF 17 package. Further instructions will be forthcoming. Instructions for completing the Schedule D-17 are found in the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for New York City), Chapter 18. Instructions for completing the LDSS-3922 are found in FRM, Volume 2, Chapter 3. The expenditures should be entered in the non-Administration/Administration Costs columns based on the guidelines below.

According to TANF regulations, costs considered to be program are:

- Direct costs, including salaries and fringe benefit costs for staff providing program services;
- Direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and,
- Contracts devoted entirely to program activities.

According to TANF regulations, administrative costs include:

- Contract costs that are not excluded totally or in part as program activities;
- All indirect or overhead costs (i. e., A-87 costs); and,
- Activities related to eligibility determinations.

See Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed information on TANF administrative expenditure requirements. The Fiscal Reference Manuals (FRM) are available at: <http://otda.state.ny.net/bfdm/>.

Under these guidelines, districts should enter their expenditures in the proper column of the LDSS-3922. Most of the activities incurred under this program should be reported in the Non-Administration Costs column. Overhead and A-87 costs should be entered in the Administration Costs column. Expenses should be reported on the appropriate lines of the LDSS-3922, with the amount of the actual work subsidy entered on line 12, Assistance Direct to Client. Expenditures should be claimed at 100% Federal share up to the amount of the allocation.

Costs in excess of the allocation may be claimed on the Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs (LDSS-2347-B1) as Direct Charge Costs (Line 7) under TANF Program (Column 2) for TANF eligible clients.

VII. System Implications

As outlined in 10-LCM-18, districts (other than NYC) are encouraged to make full use of their local Welfare-To-Work Caseload Management System (WTWCMS) provider directory to document client involvement in this program. WTWCMS administrators should use the available statewide umbrella program funding source entitled “Transitional Employment” which displays as an active local program. Please refer to 10-LCM-18 for further information on system implications.

Issued By:

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

Transitional Jobs 2 Program

District	Supplemental Allocation	Total Combined Allocation
ALBANY	\$46,249	\$103,623
ALLEGANY	\$17,409	\$39,005
BROOME	\$37,235	\$83,426
CATTARAUGUS	\$16,066	\$35,996
CAYUGA	\$11,929	\$26,727
CHAUTAUQUA	\$33,147	\$74,267
CHEMUNG	\$19,217	\$43,056
CHENANGO*	\$0	\$0
CLINTON	\$18,878	\$42,297
COLUMBIA	\$9,391	\$21,041
CORTLAND*	\$0	\$0
DELAWARE	\$8,636	\$19,349
DUTCHESS	\$17,970	\$40,262
ERIE	\$185,415	\$415,430
ESSEX*	\$0	\$0
FRANKLIN	\$16,394	\$36,732
FULTON	\$11,696	\$26,205
GENESEE	\$9,510	\$21,307
GREENE	\$12,554	\$28,128
HAMILTON	\$6,968	\$15,612
HERKIMER	\$10,749	\$24,084
JEFFERSON	\$14,819	\$33,202
LEWIS	\$8,622	\$19,318
LIVINGSTON	\$10,000	\$22,406
MADISON*	\$0	\$0
MONROE	\$187,645	\$420,426
MONTGOMERY	\$14,450	\$32,376
NASSAU	\$75,875	\$170,001
NIAGARA*	\$0	\$0
ONEIDA	\$34,878	\$78,145
ONONDAGA	\$74,581	\$167,102
ONTARIO*	\$0	\$0
ORANGE	\$34,528	\$77,362
ORLEANS	\$13,582	\$30,431
OSWEGO	\$22,674	\$50,802
OTSEGO	\$8,092	\$18,130
PUTNAM*	\$0	\$0
RENSSELAER	\$30,788	\$68,982
ROCKLAND	\$14,678	\$32,887
ST LAWRENCE	\$24,856	\$55,691
SARATOGA*	\$0	\$0
SCHENECTADY	\$19,467	\$43,616
SCHOHARIE	\$9,295	\$20,826
SCHUYLER*	\$0	\$0
SENECA	\$10,049	\$22,515
STEUBEN	\$20,683	\$46,341
SUFFOLK	\$92,953	\$208,265
SULLIVAN	\$18,527	\$41,510
TIOGA	\$9,732	\$21,805
TOMPKINS	\$13,730	\$30,763
ULSTER*	\$0	\$0
WARREN	\$9,215	\$20,647
WASHINGTON	\$9,581	\$21,467
WAYNE*	\$0	\$0
WESTCHESTER	\$79,565	\$178,269
WYOMING*	\$0	\$0
YATES	\$8,809	\$19,737
NEW YORK CITY	\$3,008,739	\$6,741,205
NEW YORK STATE TOTAL	\$4,369,826	\$9,790,774

* District opted not to operate a Transitional Jobs 2 program .

**Transitional Jobs 2 Program
Program Period October 1, 2010-June 30, 2012**

Budget Forms, Budget Narrative Forms

Please use the following as a guide to complete the budget and budget narrative.

Planned costs must be directly related to the delivery of the program services and activities that will take place. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency.

Program Cycle

Transitional Jobs 2 Program allocations will be made available to districts upon OTDA plan approval, for the program period expected to begin on or after October 1, 2010 and operate through June 30, 2012, with final claims due by August 15, 2012.

The Transitional Jobs 2 program is TANF funded. The budget form has three columns:

- TANF Program/Non-Administration costs
- TANF Administration costs
- Total TANF costs

The attached budget form allows the local district to identify program/non-administrative and/or administrative costs to be budgeted on a single form.

The maximum amount the State can spend on administration is 15% against the TANF Block Grant after transfers to other block grants. Since this program represents only a portion of the amount subject to the 15% Federal limit, the total administrative costs funded with this program can be greater than 15% of each local district's allocation. However, plan approvals will be based on the projection for Statewide TANF funded administrative costs.

Under TANF regulations costs considered to be program are:

- direct costs, including salaries and fringe benefit costs for staff providing program services;
- direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and
- contracts devoted entirely to program activities.

Administrative costs which count toward the 15% statewide spending limit include:

- contract costs that are not excluded totally or in part as program activities;
- all indirect or overhead costs (i.e., A-87 costs); and activities related to eligibility determinations.

Please identify:

1. Staff Salaries: Enter the amount of salaries of staff charged to the project.
2. Fringe Benefits: Enter the amount of fringe benefits associated with the salaries charged to the project.
3. Contractual Costs: This category includes institutions, individuals or organizations external to the social services district which have entered into an agreement with the social services district to provide any services outlined in or associated with the plan, and whose services are to be funded under the project. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency. Please note that the Transitional Jobs 2 budget workbook has been set up so that any subcontractor costs entered by a district on a subcontractor worksheet will roll up to the contracted services line on the district worksheet. Districts should input the remainder of their costs on the district worksheet. Local provider agencies are **not** required to delineate their budget between program/non-administration and administration costs.
4. Travel: Enter the direct travel costs for employees assigned to the project. Staff travel costs should be budgeted in line with standard agency travel policy or New York State Comptroller guidelines. Travel costs are reimbursed at State rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or subcontractor's travel expenses should be included on the appropriate subcontractor worksheet, which will roll into the contracted services line on the district worksheet. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior OTDA approval.
5. Equipment Costs: Enter the identifiable costs of equipment assigned to the project. Equipment required to meet the contract objectives may be either purchased or rented, whichever is more economical. Equipment is tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit. Title to all equipment purchased under this program rests with OTDA upon acquisition. At the completion of the project, such property must be disposed of in accordance with the instructions of OTDA. An inventory of all equipment purchased must be kept. List the equipment and associated cost to be either purchased or rented in the budget narrative.
6. Supplies: Enter the identifiable costs of supplies assigned to the project. Provide a list of the supplies and associated cost in the budget narrative.
7. Other Direct Expenses: Enter any type of expense such as printing/photocopying, office rent, utilities and telephones outside of the categories listed above. Include a list of the expenses and associated costs in the budget narrative.
10. Overhead Costs Allocated: Enter overhead costs allocated to the project. If staff are assigned by the district to this program, the schedule D17 will allocate overhead on the claim

because it is derived by staff count. As such, this amount should be included on the Transitional Jobs program budget form. These are the overhead costs allocated based on staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347).

11. A-87 Costs Allocated: Enter the A-87 costs allocated to the staff assigned to the project. If staff are assigned by the district to this program, the schedule D17 will allocate A-87 on the claim because it is derived by staff count. As such, this amount should be included on the Transitional Jobs budget form. These A-87 costs are allocated based on the staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program LDSS-2347.
12. Assistance Direct to Client: Any costs associated with the payment of work subsidies to participants should be reported under Non-Administration Costs, line 12 – Assistance Direct to Client. 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.
13. Please leave this section blank. It was formerly used for reporting of the self-sufficiency bonus; a category no longer used.
14. Transportation: Enter the amount of any transportation costs to or for participants as part of the project. List the transportation and the associated costs provided in the budget narrative. Note: Costs associated with transportation must constitute non-assistance in accordance with 00-LCM-20 and federal TANF regulations at 45 CFR §260.31.
15. Other: Enter the amounts provided to participants other than the identified costs listed under Transportation for this project. List the participant-related item and associated costs in the budget narrative form. Note: Costs associated with other participant related costs must constitute non-assistance in accordance with 00-LCM-20 and federal TANF regulations at 45 CFR §260.31.

Restrictions on the Use of Funds

The following costs are not allowed:

- advertising costs, except for recruitment of personnel or procurement of scarce items;
- capital expenditures for improvement or acquisition of facilities;
- entertainment costs, including social activities or cost of alcoholic beverages;
- interest costs incurred by provider agencies;
- costs of organized fund raising;
- medical costs;
- costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project;
- costs for preparation of continuation agreements and other proposal development costs;

- costs associated with the payment of fines;
- costs associated with anti-fraud related activities; and
- costs associated with planning and coordination studies.

Transitional Jobs 2 Program

Addendum to Attachment D (10-LCM-18)-Transitional Jobs 2 Program Narrative

District: _____

Program Contact Name: _____

Telephone Number: (____) _____

A. Please identify the number of TANF eligible participants to be served during the program period based on the total combined Transitional Jobs 2 allocation.

Anticipated number of TANF-eligible participants to be served during program period: _____

B. Combined Transitional Jobs 2 program funds budgeted for services \$_____
(Amount cannot exceed combined TJ2 program allocation provided to district.)

C. Revised Program Period: _____
(Program period must fall within October 2010- June 30, 2012.)

D. Will grant diversion be used to increase the number served? ___yes ___ no

Transitional Jobs 2 Program Budget Form

Local Department of Social Services _____

Budget Categories			
SALARY COSTS	TANF PROGRAM/NON-ADMINISTRATION COSTS	TANF ADMINISTRATION COSTS	TOTAL TANF COSTS
1. Salary Costs			\$ -
2. Fringe Benefits		\$ -	\$ -
3. Total Salary & Fringe Benefits	\$ -	\$ -	\$ -
NON-SALARY COSTS			
4. Contractual Costs *	\$ -		\$ -
5. Travel Costs			\$ -
6. Equipment Costs			\$ -
7. Supplies			\$ -
8. Other Direct Expenses			\$ -
9. Total Non-Salary Expenses	\$ -	\$ -	\$ -
10. Overhead Costs Allocated			\$ -
11. A-87 Costs Allocated			\$ -
CLIENT RELATED COSTS			
12. Assistance Direct to Client			\$ -
13.			
14. Transportation			\$ -
15. Other			\$ -
16. Total Client Related Costs	\$ -		\$ -
17. Total Project Costs	\$ -	\$ -	\$ -

* If the District plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

Budget Narrative - Please use Attachment F to provide a brief narrative for categories 4, 5, 6, 7, 8, 12, 14 and 15.

Transitional Jobs 2 Budget Narrative Form

Local Department of Social Services _____

Provider Agency _____

Budget Categories
4. Contractual Costs:
5. Travel Costs:
6. Equipment Costs:
7. Supplies:
8. Other Direct Expenses:
12. Assistance Direct to Client:
13. Blank: Do not use
14. Transportation:
15. Other: