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Administrative Directive

Section 1

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Attachments:	Attachment 1: FFFS 2012-13 District Allocations Attachment 2: FFFS 2012-13 Plan Application Attachment 3: FFFS 2012-13 Plan Instructions Attachment 4: 2012-13 Child Welfare Thresholds Attachment 5: FFFS Desk Reference Guide Attachment 6: State Administered Programs/Contracts List Attachment 7: Grandfathered COPS FFFS Dedications
Attachments Available On – Line:	x

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-23 01 ADM-10 05 ADM-11 06 ADM-08 08 ADM-07 10 ADM-06 11 ADM-07 00 LCM-20 06 LCM-09 11 LCM-03 03 INF-35 07 OCFS-LCM-12 10 OCFS-LCM-07 10 OCFS-LCM-08 10 OCFS-LCM-16 11 OCFS-LCM-02 11 OCFS-LCM-03 11 OCFS-LCM-05		385 462	SSL 331, 333, 335, 335-a, 336, 339	OCFS CW Eligibility Manual, Chapter 2 Temporary Assistance and Food Stamp Employment Policy Manual Fiscal Reference Manual Volumes 2, 3 and 4	Ch 53 of the Laws of 2009 Ch 57 of the Laws of 2009 Ch 110 of the Laws of 2010 Ch 53 of the Laws of 2011 Ch 53 of the Laws of 2012

Section 2

I. Summary of the 2012-13 FFFS Administrative Directive (ADM)

The Flexible Fund for Family Services (FFFS) has been enacted in the 2012-13 State Fiscal Year (SFY) Budget at a level of \$964,000,000, which represents a \$13,000,000 increase over the SFY 2011-12 appropriation. This Administrative Directive (ADM) provides social services districts (SSDs) with the individual district FFFS allocation amounts, pertinent planning information, the forms and instructions for completing and submitting the SFY 2012-13 FFFS plan and instructions on submitting claims. Finally, the ADM provides guidance on the collection of required performance and accountability data.

II. Purpose

The purpose of this ADM is to provide SSDs with information, forms and procedures necessary to implement the FFFS, including requirements for submission of performance and accountability information for SFY 2012-13. The FFFS plan template is a multiple tab file in Microsoft Excel[®] that is similar to last year's plan template. The FFFS Microsoft SharePoint[®] site is used to host the SFY 2012-13 FFFS plan submission and approval process. Additionally, the FFFS SharePoint[®] site provides useful resources for SSD users.

The TANF Reporting and Control System 2 (TRACS 2) is used for SSDs to provide updated SFY 2012-13 TRACS 2 plans, with current and detailed program and budget information on FFFS-funded Employment, Non-recurrent costs and Services projects. SSDs must submit their completed

SFY 2012-13 FFFS plan Application (Attachment 2) via the FFFS SharePoint site and the corresponding SFY 2012-13 TRACS 2 2012 plan detailing TANF Employment, Non-recurrent, and Services project information, for review and approval by OTDA and OCFS by August 7, 2012.

III. Organization and Content

Item	Page
I. Summary of the 2012-13 FFFS Administrative Directive (ADM)	2
II. Purpose	2-3
III. Organization and Content	3
IV. Background	3-6
V. Program Implications.....	6- 23
A. Description of FFFS Components	
1. TANF Employment Services.....	7-9
2. Non- Recurrent Costs.....	9
3. TANF Services Projects.....	10-11
4. Drug/Alcohol (D/A) Assessment and Monitoring.....	11
5. Domestic Violence (DV) Screening and Assessment.....	11-12
6. Child Welfare and Social Services Other Than Foster Care Services.....	12- 17
7. Foster Care Services.....	17-19
8. Other TANF Eligible Programs.....	19-20
9. Administrative Costs.....	21-22
B. TANF Maintenance of Effort (MOE) Requirements.....	22
C. FFFS Liquidation Requirements.....	22-23
VI. Required Action.....	23-31
A. 1. FFFS Plan File.....	23-24
2. TANF Reporting and Control System 2.....	24-26
B. District Certification.....	26
C. Claiming Instructions.....	26
D. FFFS Plan Amendments.....	26-27
E. Reporting and Accountability.....	27-31
VII. Systems Implications	31
VIII. Effective Date	31

IV. Background

FFFS funds are allocated by the State to each SSD to support a range of services to address the needs of low income families consistent with local priorities. The total funding for the FFFS for SFY 2012-13 is \$964,000,000. This amount represents a \$13,000,000 increase over the SFY 2011-12 appropriation which is intended to offset the loss of State funding for SSD child support administration. The claim period used to determine each SSD's child support administration spending and collections was April 1, 2010 – March 31, 2011 or SFY 2010 – 11.

The programs that may be funded in the FFFS are as follows: allowable non-assistance TANF Employment programs (such as employment preparation, placement and retention services), TANF Services (including services to support receipt of transitional benefits and other work supports), D-1 Case Management Services provided to TANF eligible families, Child Welfare Services, Emergency Assistance to Families (EAF) Foster Care Maintenance, Administration and Tuition Costs, PINS/Preventive Detention Diversion Services, Pregnancy Prevention, Drug/Alcohol (D/A) Assessment and Monitoring, Domestic Violence (DV) Screening and Assessment, EAF

JD/PINS Foster Care and related costs, SSDs' administrative costs for TANF related activities, or for any other allowable TANF purpose. SSDs may also transfer funds from FFFS to Child Care, and/or Title XX Services (TANF-funded portion).

TANF FFFS Eligible Programs and Services

All programs funded directly through the FFFS must serve at least one of the following four TANF purposes:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies; or
4. Encourage the formation and maintenance of two-parent families.

Allowable services supported with FFFS must meet the federal definition of non-assistance. FFFS funds can be used only to provide "assistance" for expenditures made as a result of transferring FFFS funds to Title XX (Title XX Below 200 Percent) or the Child Care and Development Fund (CCDF) or for EAF JD/PINS Foster Care or EAF Foster Care Administration, Maintenance or Tuition costs funded directly with FFFS funds and/or transportation services as noted in the discussion found on page 4.

Assistance for federal purposes consists of any payment or benefit designed to meet ongoing basic needs - food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses. Assistance also includes supportive services such as transportation or child care provided to unemployed individuals. Assistance paid to a household is counted toward the 60-month TANF time limit. Payment types defined as assistance (see 09-ADM-04), when paid to a trackable individual in a trackable case type (FA, Cash Safety Net Assistance (SNA), Non-Cash SNA/Federally Participating (FP) will trigger time limit counts, be reported to the U.S. Department of Health and Human Services (DHHS) as assistance, be reimbursed with assigned child support collections, and include the case in the calculation of the federal work participation rate. SSDs should ensure that current local procedures include information on the use of non-assistance diversion payment codes, as appropriate, for families who apply for Temporary Assistance, are categorically eligible for TANF services and whose situation meets the circumstances required to be considered diversion, as described in 03-INF-35, which also will prevent such families from being included in the participation rate calculation.

According to federal TANF rules, ongoing transportation benefits are generally considered assistance, and only meet the definition of non-assistance if provided to an employed family or are provided on a short-term nonrecurring basis to meet a specific episode of need that will not extend beyond four months in accordance with 00-LCM-20 and the federal TANF regulations at 45 CFR 260.31. A transportation benefit that is necessary to enable a TANF-eligible Public Assistance (PA) applicant to participate in applicant job search is not considered assistance, but is identified as a diversionary payment. Therefore, FFFS funds can be used only to provide transportation benefits when the payment meets the definition of non-assistance (for employed or short-term including applicant job search) or provided to those already receiving ongoing TANF funded Family Assistance. Other transportation costs, including ongoing transportation benefits to families and childless couples receiving SNA and two-parent families receiving public assistance, cannot be funded with FFFS and would need to be claimed as SNA non-Maintenance of Effort (MOE) cost.

FFFS funds cannot be used for medical services or treatment.

With the exception of FFFS funds used for EAF Child Welfare Services, EAF JD/PINS Foster Care costs, EAF Foster Care Maintenance, Administration, and Tuition costs, pregnancy prevention purposes, or PINS/Prevention/Detention Diversion services, FFFS funded services may be provided only to TANF eligible recipients of PA, and to individuals and families not in receipt of PA who meet TANF eligibility requirements as outlined in 00-LCM-20, including having income at or below 200 percent of the federal poverty level. The income standards for June 2012-May 2013 are noted below. SSDs are notified annually via GIS of the changes in these amounts.

**200% of Poverty Guidelines Chart
June 1, 2012 through May 31, 2013**

<u>Family Size</u>	<u>Monthly Income</u>	<u>Annual Income</u>
1	\$1,862	\$22,340
2	\$2,522	\$30,260
3	\$3,182	\$38,180
4	\$3,842	\$46,100
5	\$4,502	\$54,020
6	\$5,162	\$61,940
7	\$5,822	\$69,860
8	\$6,482	\$77,780

For family units with more than eight members add \$660 monthly or \$7,920 annually for each additional family member.

Employment Services and Work Supports

The FFFS allocation is an important resource to support employment services to help TANF-eligible families gain vital work readiness and job skills that will support workforce entry, job retention and opportunities for future wage advancement. Additionally, funds are critical to support SSDs' efforts to achieve or maintain compliance with federal work participation rate and work verification standards as well as a high level of job placements. SSDs must ensure that sufficient resources are allocated from the FFFS allocation for programs, services and staffing that assist the SSD in meeting these goals. Failure to meet the effective work participation rate and required work verification and documentation standards would expose the State and SSDs to the risk of significant federal fiscal penalties. We also encourage the use of FFFS funds to support SSD efforts to maximize access to the array of work supports available to lower wage workers, as well as to those individuals who may be underemployed or recently unemployed and are determined to be TANF eligible in accordance with 00-LCM-20.

Please be aware that the enacted SFY 2012-13 eliminated or reduced funding for many State sponsored contracts and programs. The SSDs will need to decide the level of support these programs provide to their local employment efforts, and whether a portion of their FFFS allocation is needed to sustain these services. A complete list of impacted State administered programs is included as Attachment 6 to this ADM.

As part of the Governor's NY Youth Works Initiative, \$25 million in State funds were made available for the 2012 Summer Youth Employment Program (SYEP). In 12-LCM-03, SSDs were notified of their allocation for the 2012 SYEP program Consistent with the budget appropriation language authorizing funds for last year's program and because allocations are supported with

State funds and not federal TANF funds, SSDs do not have the option of transferring a portion of their SYEP allocation to their FFFS.

Child Care and Title XX

In addition to the FFFS, the Enacted Budget included separate federal and State allocations for child care services to assist families to become self-sufficient. OCFS issued a separate Local Commissioners Memorandum(12-OCFS-LCM-08) on May 25, 2012 that sets forth the districts' child care allocations and the rules governing those funds. SSDs may transfer a portion of their FFFS funds to the Child Care Development Fund (CCDF) to supplement their child care allocations.

District block grant transfers should remain within the following percentages against the \$964,000,000 FFFS for SFY 2012-13. A review of the state-wide total amount of the transfers will be completed when all plans are submitted and exceptions to the following percentages may be considered on an individual district basis:

- 34 percent to the CCDF
- 25 percent to the Title XX Block Grant
- 34 percent combined to the CCDF and Title XX Block Grant

The FFFS planning process provides SSDs with a good opportunity to use the needs assessments conducted as part of the required County Child and Family Services Plan in relation to the SSDs' child care, child welfare and adult services needs. Included among the factors to be considered are: SSD administrative costs; Child Welfare Services and other services historically funded with TANF funds transferred to Title XX (Title XX Below 200 Percent funds); child care services historically funded by an SSD's CCDF allocation that include funds transferred from TANF and; the adequate overall level of supporting child care services necessary for SSDs to engage PA families in work or work preparation services and to serve other low income families.

Outcomes

Each SSD is required to report outcome measures and the number of families served associated with TANF Services Projects and TANF Employment Programs on TRACS 2. The 2011 plans on TRACS 2 will be copied over into new 2012 plans. These plans must be reviewed and modified as necessary to reflect the SSD's 2012 projects and programs funded by the 2011-12 and/or 2012-13 FFFS, during SFY 2012-13. See Section VI.E.1 for additional information.

For OCFS Child Preventive Services programs provided pursuant Social Services Law (SSL) 409-a, the requirements for performance or outcome provisions set forth in 07-OCFS-LCM-12 remain in effect for SFY 2012-13.

V. Program Implications

A. Description of FFFS Components

The FFFS is designed to provide SSDs with maximum flexibility in determining how best to respond to identified local needs for services based on their caseload compositions, local labor markets and other unique factors. Each district may use its FFFS as described in the following categories.

1. TANF Employment Services

Helping low income families enter the workforce and achieve economic stability continues to be a primary goal of the PA program and FFFS funds are an important resource to support employment services. SSDs also are required to achieve the federal participation rate requirements for TANF/SNA MOE Families. SSDs must ensure that sufficient resources are devoted from the FFFS allocation and other sources (e.g. State Level Contracts, Other TANF allocated programs, local funds) to help TANF eligible individuals, including SNA MOE Families achieve the skills necessary to support workplace entry and job retention as well as to achieve the required federal participation rate and thereby avoid significant fiscal penalties. SSDs should continue to review their employment programs to maximize the extent to which adults are engaged in job preparation and employment. Additionally, each district is expected to achieve the required federal participation rate and to ensure compliance with federal work verification requirements while concurrently engaging clients in services that support job placement and retention goals. As part of these efforts, SSDs should review job readiness, job skills, and basic education needs of TANF eligible public assistance recipients when making decisions on the use of FFFS funds.

Employment programs funded through FFFS may include, but are not necessarily limited to:

Assessment and Employment Plan Development – assessment of a public assistance recipient’s skills, employment goals and support services needs in accordance with 18 NYCRR Part 385.6, and development of an employment plan to outline the activities in which the individual will be engaged; and services the district will provide to reduce barriers to employment, prepare for workplace entry, support job retention and/or enhance current employment status.

Case Management and Monitoring of Nonexempt and Exempt Adults - the coordination and monitoring of participation in activities and services to ensure compliance with the individual’s employment plans and to provide interventions to help individuals overcome barriers to program participation and reaching plan goals.

Educational and Training Activities – enrollment and participation in educational, job skills training or vocational education activities that may be coordinated or offered concurrently with other work activities to increase program participant’s skills and to support workplace entry and job opportunities.

Employability Determination/Disability Determinations – completion of employability determination reviews and employability evaluations to determine the extent to which an individual is able to participate in work activities and to identify treatment or services that would improve an individual’s ability to work.

Specialized Employment Services – programs developed to meet the varied needs of adults with barriers to employment including enhanced job readiness training and specialized work placements intended to accommodate or improve work limitations. Such services may be targeted to individuals with physical or mental health barriers to employment, ex-offenders, or other difficult to place job seekers.

Subsidized Employment Programs – programs that provide employment in the public or private sector for which the employer receives a subsidy supported by FFFS funds to offset

some or all of the wages and costs of employing and training PA recipients and other eligible individuals. Subsidized employment placements must be consistent with SSL 336-e and 336-f. All costs associated with this project type should be claimed on the D-3, Column 2, line 4, as directed in the Fiscal Reference Manual, Volume 3, Chapter 10 (Volume 4, Chapter 10 for NYC).

Job Placement and Retention Services – activities and services to help eligible individuals locate employment, retain employment and/or advance in the workplace.

Transportation Supports – programs or activities developed to provide the support necessary for the employed or engaged individuals to obtain or maintain employment such as car loans or other transportation supports including bus tokens or passes (see page 4 of this ADM for limitations on the use of FFFS for transportation services).

Outreach/Re-engagement of Noncompliant Adults – additional outreach or other enhanced services designed to assess reasons for noncompliance and secure participation of noncompliant adults in appropriate work or work preparation activities which are supported by FFFS funds.

General Employment Services – activities that do not fit within the description of other employment services described above, but which are intended to support an SSD's efforts to provide job preparation, job placement and retention and advancement services.

Employment Services for Youths (including Subsidized Summer Employment Programs for Youth) – educational or training programs or activities targeting eligible youth designed to help them prepare for or experience the workplace, as well as services to help youth attain their high school diploma or GED.

Employment Program Requirements

SSL 331 requires the establishment of programs which provide employment services to applicants and recipients of PA to help individuals achieve economic independence. SSDs must operate PA and food stamp (FS) employment programs which meet the requirements of applicable federal and State laws and regulations, and in accordance with the requirements outlined in 08-ADM-07 and the local plan required by SSL 333 and approved by OTDA.

The SSDs are afforded considerable flexibility in developing and implementing employment programs, but must meet the program's requirements established in 18 NYCRR Part 385 and the "Temporary Assistance and Food Stamp Employment Policy Manual", including, but not limited to:

- Determine the employment status (including an assessment of medical and non-medical work limitations) of each PA client.
- Complete an employment assessment, including, but not limited to; a review of the individual's education level, basic skills proficiency, prior work experience, training and vocational interests and child care and other supportive service needs for all PA recipients who are age 18 or older (including individuals who are 16 or 17 years old and not satisfactorily attending secondary school and have not completed high school or an equivalent program).

- Develop an employment plan consistent with the individual’s employment assessment, which identifies the:
 - services that the district will provide, including child care;
 - work activities to which the recipient will be assigned; and
 - individual’s employment goals.
- Engage PA and FS recipients in work and work preparation activities, as required to achieve work participation rates and to maximize participants’ employment outcomes.
- Ensure hours of participation are consistent with federal definitions and actual hours of participation reported towards the federal participation rate are documented and reported in accordance with federal requirements.

The FFFS Allocation may be used to support employment services for TANF eligible individuals and families. The SSDs are reminded that FFFS-funded employment services provided to SNA MOE Families that have exhausted their 60 month limit for receiving federally funded assistance, but remain eligible for TANF services, must constitute non-assistance. While virtually all employment services constitute non-assistance, certain services such as transportation benefits for unemployed SNA Families must not be funded with FFFS.

NOTE: Although certain two parent households are removed from the combined federal TANF/SNA MOE work participation rate because their associated assistance costs are administratively claimed as SNA non-MOE (see 06-LCM-09 for additional information on the claiming of expenditures for this population), two parent families are subject to PA work requirements, in the same manner as any other household with dependent, minor children and funding from the FFFS allocation may be used to support non-assistance employment services provided to TANF eligible two parent families (see page 4 of this ADM for limitations on the use of FFFS funds for supportive services including transportation).

The SSDs also may elect to use funds made available through the FFFS allocation to provide employment services to TANF eligible individuals and families with gross income up to 200 percent of the federal poverty level, including non-custodial parents (NCPs) of minor children-see 00-LCM-20. Please note, SSDs are required to report monthly in TRACS 2, the number of NCPs participating in FFFS work activities. If no NCPs are participating in FFFS work activities, the SSD must enter “0” for the month.

2. Non-Recurrent Costs (Non – Temporary Assistance Emergency/Diversion)

SSDs may choose to use FFFS funds for services that are intended to minimize or avoid the need for ongoing TANF assistance through one time or non-recurring supports. These are characterized as payments designed to deal with a specific crisis situation or episode of need and are not intended to meet recurrent or ongoing needs. Some examples of these services may include access to free clothing, budgeting classes, school supplies, gas cards, vehicle repair and assistance with housing location and retention. If a district allocates FFFS funding to this type of project(s), it must show the funds allocated on line 2, “TANF Services Non-Recurrent Costs” in the 2012-13 plan template.

3. TANF Services Projects

The SSDs may choose to use FFFS funds for innovative programming that can prevent cash assistance dependency, provide the extra support needed to reduce recidivism to PA and help TANF-eligible families achieve greater economic independence. The TANF services projects include, but are not limited to: case management services, enhanced drug/alcohol services, after school and summer programs for at-risk youth, home visiting for families with multiple barriers to self-sufficiency, child-only projects and services to support low income, working families as they access available work support benefits. The TANF Services project types and descriptions are as follows:

Adult or Juvenile Justice/Criminal – Services to preserve families and reduce recidivism among youths and adults involved in the criminal justice system.

Case Management – Comprehensive and coordinated services to identify and help resolve barriers to self-sufficiency through frequent assessment, goal development and progress monitoring/goal adjustment to ensure that people receive all the benefits, services, and supports for which they are eligible and in need of to increase family well-being and self-sufficiency.

Child Only Services – Provides supports and services to children and/or caregivers in PA “child-only” cases (PA cases with no adult active on assistance). These cases are primarily children living with non-parent caregivers (usually a grandparent), but also include children living with an SSI parent and children living with ineligible alien parents. These services are designed to preserve families and promote self-sufficiency.

Child Well-Being – Services designed to preserve the family and reduce institutional placements.

Enhanced Domestic Violence Prevention – Enhancement of core services and/or optional services (18 NYCRR Part 462) to promote self-sufficiency and safety from abuse, as well as improving outreach and awareness. Services may include training SSD and D/A treatment provider staff to increase awareness of DV, and to help workers interact effectively with DV victims.

Enhanced Drug and Alcohol Prevention – Wrap around services designed for individuals mandated to treatment to help them achieve sobriety, stability and self-sufficiency. Services may include parenting programs, peer support, family counseling, and intensive case management.

Financial Education – Services designed to promote economic independence through enhanced knowledge of the skills needed to make informed and effective decisions about personal finances.

Healthy Families/Home Visiting – Services aimed at the health and well-being of infants/children by promoting positive parenting skills and parent-child interaction, optimal prenatal care and child health and development. Home visits are often part of other larger programs that have a case management component. Home visiting identifies barriers to self-sufficiency not easily uncovered in an office setting.

Housing Services – Services that promote safe, permanent housing, and identify and address barriers to securing and maintaining safe, adequate housing.

Nutrition – Services or short-term non-recurrent benefits designed to help families supplement their food budgets and enable healthy food choices and increased nutrition.

Program Support and Training – Provides training to SSD staff and contract agencies. Services may include administrative oversight to improve effectiveness of programs.

SSI Maximization – Services to assist disabled clients and applicants in applying for federal disability benefits and/or appealing adverse decisions. Activities may include assistance in securing needed medical or other documentation that supports a client's condition and functioning, completing applications, and accompanying clients to meetings or hearings.

Transitional Benefits/Work Supports – A specialized SSD approach to maximizing receipt of work supports/transitional benefits such as FS, Medicaid, EITC, and other non- assistance services for low income families. This may include special units that provide case management for employed individuals, outreach efforts, and promotional campaigns to increase the participation in these programs aimed at increasing family stability through maximizing available assets (income/resources) to support family economic stability.

Youth Supports/School/Community Collaboration – Services to increase the ability of young people to constructively function in the family unit, in school and in the workplace by increasing positive behaviors and reducing negative ones. Services designed to encourage youth to remain in school and improve attendance and grades through local interventions, including incentive programs. Services also could include support for pregnancy prevention efforts.

Other – allowable programs/services that do not fit under the current available project types or the employment project types.

4. Drug/Alcohol (D/A) Assessment and Monitoring

All SSDs are required by statute to screen adult PA applicants and recipients for drug and/or alcohol abuse that could preclude them from working and becoming self-sufficient. SSDs may use FFFS funds to pay the costs of assessing TANF clients who screen positive, and for monitoring the client's attendance and progress in mandated substance abuse treatment. The SSDs also may use their FFFS funds to provide a variety of support services to TANF eligible individuals and families with substance abuse problems. These services are supplemental to the individual's actual drug/alcohol treatment and include such services as parenting programs, family counseling and intensive case management. Funding for these enhanced drug/alcohol support services projects must be included as a TANF Services Project (as noted above).

The D/A program assurances in accordance with 97-ADM-23, 01-ADM-10 and subsequent releases apply.

5. Domestic Violence (DV) Screening and Assessment

The SSDs may use FFFS funds to meet the requirement for DV screening and assessment for TANF eligible families. All applicants for and recipients of PA are offered DV screening at

application, recertification and at any point when a recipient indicates DV. All applicants and recipients who indicate they are DV victims must be provided the opportunity to meet with a DV Liaison for an assessment to determine if they may need a waiver from specific PA requirements that may place the victim and or the children at risk or make it more difficult for them to escape an abusive situation.

The DV Program assurances in accordance with 98-ADM-3 and subsequent releases apply.

6. Child Welfare and Social Services Other Than Foster Care Services

a. Title XX Transfer (Title XX Below 200 Percent)

The SSDs may choose to transfer a portion of their FFFS allocation to Title XX for Child Welfare Services, Community Optional Preventive Services (COPS), adult protective, DV and/or other services. Under the SFY 2012-13 Budget, an SSD may transfer up to 25 percent of its FFFS allocation to Title XX, provided that the total amount the SSD chooses to transfer to the CCDF and Title XX combined may not exceed 34 percent of the district's FFFS allocation. As previously discussed in the Background section of this ADM, a review of the statewide total amount of the transfers will be completed when all plans are submitted, and exceptions to the maximum percentages may be considered on an individual district basis to the degree that aggregate transfers from all SSDs have not exceeded federally allowable maximums.

Any FFFS allocation transferred to Title XX (Title XX Below 200 Percent) must be expended for services to children and their families with incomes below 200 percent of the federal poverty level for the family size. Recipients of Title XX Below 200 Percent funds also must be either U.S. citizens or qualified aliens as defined by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. All Title XX rules apply to these funds, including the prohibition against the use of the funds for Foster Care Maintenance payments.

No additional eligibility criteria are required for Child Welfare Services funded with FFFS allocations transferred to Title XX. A complete discussion of the eligibility requirements for this expenditure type is found in the OCFS Child Welfare Eligibility Manual, Chapter 3. Any Child Welfare Services expenditures, other than COPS, not reimbursed via FFFS allocations transferred to Title XX for Child Welfare Services or directly from FFFS funds, may be eligible for 62 percent State child welfare financing reimbursement subject to the child welfare threshold provisions and performance or outcome based provisions for child preventive services requirements set forth below. The expenditures that are subject to 62 percent State reimbursement will also assist the State in meeting the maintenance of effort (MOE) and match requirements for Federal Title IV-B, Subpart 1 and 2 funds for Child Welfare Services.

Any FFFS funds transferred to Title XX for COPS are subject to the same requirements as the State funds provided in a separate appropriation. These requirements will be published shortly in an OCFS Local Commissioners Memorandum that will announce the availability of \$11,124,750 in State funding for COPS programs in SFY 2012-13. An additional \$1,000,000 has been set aside to be used to fund COPS programs that will be outlined in a separate OCFS Local Commissioners Memorandum. In total, the SFY 2012-13 Enacted Budget provides \$12,124,750 for COPS programs in a capped

appropriation separate from the open-ended Child Welfare Services funding. This capped appropriation provides 63.7 percent, net of any eligible federal funds, for the State share of COPS programs provided from October 1, 2011 through September 30, 2012, up to the limits of available funding. The expenditures that are subject to 63.7 percent State reimbursement may also assist the state in meeting the MOE and match requirements for Federal Title IV-B, Subpart 1 and 2 funds for Child Welfare Services.

As in SFY 2011-12, SSDs with grandfathered COPS allocations may apply Title XX Below 200 percent COPS FFFS expenditures up to the amount dedicated in SFY 2010-11 as of March 31, 2011 to their CWS threshold. Any amount dedicated or expended above this amount will not count towards the district's CWS threshold (see Attachment 7).

Any FFFS funds transferred to Title XX for services other than Child Welfare Services, including adult protective and domestic violence (AP/DV) services, have additional eligibility criteria including that the household contain at least one child under the age of 18 years.

There is a separate set aside in the regular Title XX funds for expenditures for AP/DV services. Any claims for AP/DV services that exceed an SSD's Title XX allocation and any FFFS funds the SSD chooses to transfer to Title XX for such purposes are eligible for 49 percent State reimbursement.

There is a separate set aside in the regular Title XX funds for expenditures for All Other Services (12-OCFS-LCM-10). There is **no** State reimbursement available for other Title XX services that exceed the amount of other Title XX regular funds available to the SSD and the amount of FFFS funds the SSD chooses to transfer to Title XX for non- AP/DV services. The SSDs should consider these facts when making FFFS allocation decisions for these services.

The SSD's transfer amounts are fixed once submitted by OTDA to DHHS. Any SFY 2012-13 FFFS funds transferred to Title XX are to be used for expenditures made from October 1, 2011 through September 30, 2012, and must be claimed by March 31, 2013.

b. Child Welfare Services Directly Funded Under FFFS

An SSD may choose to use a portion of its FFFS allocation directly to provide Child Welfare Services without transferring the funds to Title XX. As in recent years, there are no separate TANF allocations for TANF EAF Child Welfare Services. The SSDs continue to have greater flexibility in how they may use their FFFS allocations directly for Child Welfare Services. These FFFS funds may be used directly for Child Welfare Services for families that meet the TANF EAF child welfare eligibility criteria.

In addition, FFFS funds may be used directly to fund Child Welfare Services for families with incomes up to 200 percent of the federal poverty level based on family size. See Section IV, page 5, for the federal income standards. The SSDs are advised that the authorization form for TANF 200 percent and the OCFS authorizations for TANF-EAF and Title XX Below 200 Percent support eligibility for FFFS funding.

The eligibility standards for TANF-EAF Child Welfare Services are found in the OCFS Child Welfare Eligibility Manual Chapter 2.

Certain Child Protective Investigative activities are eligible for TANF-EAF without an authorization for TANF-EAF being made, as the activity is considered the first step in making a TANF-EAF authorization. As such, even if the investigation results in an unfounded determination or the SSD determines it is not necessary to open a services case, the activity can be claimed as a TANF-EAF program cost even though no authorization for TANF-EAF was made. These costs are allocated for SSDs to the appropriate funding categories by the Services Random Moment Study (SRMS).

An SSD may use a portion of its FFFS allocation directly to provide Child Welfare Services for families with incomes up to 200 percent of the federal poverty level regardless of whether the family is eligible for EAF(the child welfare claim forms and RMS observations currently do not support such claiming). The FFFS allocation may be used directly for EAF or TANF for families within 200 percent of the federal poverty level Child Welfare Services expenditures retroactive to October 1, 2011.

Child Welfare Services expenditures not reimbursed via the FFFS allocation or FFFS allocation transferred to Title XX (Title XX Below 200 Percent) for Child Welfare Services other than COPS may be eligible for 62 percent State child welfare financing reimbursement subject to the child welfare threshold provisions and performance or outcome based provisions for child preventive services requirements set forth below. The expenditures that are subject to 62 percent State reimbursement also will assist the State in meeting the MOEs and match requirements for Federal Title IV-B, Subpart 1 and 2 funds for Child Welfare Services.

It should be noted that SSDs may not use a portion of these FFFS allocations directly for Preventive Housing Subsidy costs. These costs are considered assistance under the federal TANF rules, which impact on a family's 60 months funding limitation and the SSD's reporting requirements. However, an SSD may choose to transfer a portion of its FFFS allocation to Title XX Child Welfare (Title XX Below 200 Percent) to use for its Preventive Housing Subsidy costs.

Any SFY 2012-13 FFFS funds dedicated to EAF Child Welfare and Child Welfare TANF Direct are to be used for expenditures made from October 1, 2011 through September 30, 2012, and must be claimed by March 31, 2013. The SSDs may adjust their indicated amount of the FFFS allocation dedicated to EAF Child Welfare Services and Child Welfare TANF Direct **prior to March 31, 2013**. After March 31, 2013, **no** changes to the amounts of the FFFS allocation dedicated to EAF Child Welfare Services or Child Welfare TANF Direct can be made, in order for the SFY 2012-13 Child Welfare Services settlement to take place. However, during the settlement process, the State may request the SSD to make a plan amendment in order to maximize federal reimbursement.

c. PINS/Prevention/Detention Diversion Services

An SSD may choose to use a portion of its FFFS allocation to initiate program modifications and/or to provide services to avoid or reduce detention for juvenile delinquents (JDs) and Persons in Need of Supervision (PINS) of any age. It also may use a portion of its FFFS allocation to provide services to PINS 16 to 17 years of age. Allowable services include, but are not limited to:

- Substance abuse and mental health counseling;

- Services to divert youth at risk of placement in detention programs;
- Services to reduce the length of placement of youth receiving detention services; and
- Preventive and other supportive services to alleged or adjudicated PINS 16 and 17 years of age.

These FFFS funded services may be provided without regard to the family's income, thereby eliminating the need to determine the family's financial eligibility. However, all such services must be related to TANF Purpose 3 – Reduction of Out-of-Wedlock Pregnancy. Pregnancy prevention may be bolstered in a variety of ways, all of which may be components of these in-home services and intervention strategies. For example, pregnancy prevention can be supported by keeping youth in school, increasing educational achievement, obtaining or maintaining employment, expanding independent living skills, counseling and building self-esteem. Youth and family members receiving these FFFS funded services must be citizens or qualified immigrants. In cases involving U.S. citizens, an attestation of citizenship is sufficient. However, for cases involving qualified immigrants, documentation of that status must be secured. The SSDs may refer to the OCFS "*Eligibility Manual for Child Welfare Services, Appendix B, "Immigration Status List"*" for definitions of qualified immigrants and acceptable documentation.

The SSDs also may have FFFS funds available that they chose to dedicate to PINS/Prevention/Detention Diversion (DET PREV FFFS 2011) in SFY 2011-12. Separate correspondence announcing the availability of SFY 2012-13 Supervision and Treatment Services for Juveniles funds will be issued. It is recommended that SSDs consider these available balances as they develop their FFFS allocation planning strategies.

The PINS/Prevention/Detention Diversion services expenditures not reimbursed via the FFFS allocation or the allocations in the separate notification may be eligible for 62 percent State child welfare financing reimbursement subject to the child welfare threshold provisions and performance or outcome based provisions for child preventive services set forth below. (NOTE: The amount of FFFS funds a district dedicated in SFY 2011-12 for PINS/Prevention/Detention Diversion Services is not included in the calculation of the district's child welfare threshold nor will the amount of the FFFS allocation that an SSD chooses to use in SFY 2012-13 for such services count toward the SSD meeting its child welfare threshold.) Those SSD expenditures for PINS/Prevention/Detention Diversion services that become subject to 62 percent State reimbursement also will assist the State in meeting the MOE requirements for federal Title IV-B, Subpart 1 and 2 funds for Child Welfare Services.

d. Child Welfare Services Threshold

SSDs need to be aware of their portion of the \$342,322,341 statewide Child Welfare Services threshold when determining their FFFS dedications. Under the threshold, to the extent that SSDs have eligible claims, they must meet the Child Welfare Threshold through Child Welfare Services expenditures under FFFS and FFFS funds transferred to Title XX, in order to receive 62 percent State Child Welfare Services funding for any child protective services; child preventive services other than COPS; after care services; independent living services; and, adoption services and administration costs. Additionally, an SSD needs to be aware of the performance or outcome based requirements for child preventive services (see below) when determining how much of its

FFFS allocation it wishes to transfer to Title XX or to use directly for Child Welfare Services.

The following are counted towards a district's Child Welfare Services Threshold:

- Child Welfare (EAF or 200%) Program;
- Child Welfare (EAF or 200%) Administration;
- Child Welfare Services Directly Funded Under FFFS;
- Title XX Below 200% Child Welfare; and
- Title XX Below 200% COPS (up to the amount dedicated in the Title XX Under 200% COPS for SFY 2011-12 as of March 31, 2013; see Attachment 7).

Each SSD's SFY 2012-13 Child Welfare Services threshold is set forth in Attachment 4. An SSD meeting its Child Welfare Services threshold may be eligible for 62 percent State reimbursement after available federal funding for its eligible Child Welfare Services expenditures, other than COPS. The SFY 2012-13 Child Welfare Service settlement period is for expenditures incurred October 1, 2011 through September 30, 2012, and claimed by March 31, 2013; therefore, the threshold timeframe is also October 1, 2011, through September 30, 2012, in order to be counted towards the SSD's SFY 2012-13 Child Welfare Services Threshold.

The following example has been developed to demonstrate how the Child Welfare Services Threshold applies:

Pacific District's Gross Child Welfare Services claims for SFY 2012-13 totaled \$11,000,000. Pacific District's Child Welfare Services Threshold is \$3,100,000. The chart below reflects three scenarios if Pacific District chooses to either meet the Child Welfare Services Threshold, exceed the Child Welfare Services Threshold, or not meet the Child Welfare Services Threshold.

	Meeting Threshold	Exceeding Threshold	Not Meeting Threshold
A. Gross	11,000,000	11,000,000	11,000,000
B. Other Federal	3,500,000	3,500,000	3,500,000
C. Dedicated to Threshold	3,100,000	4,000,000	2,000,000
D. Net of Federal	4,400,000	3,500,000	5,500,000
E. State (62%)	2,728,000	2,170,000	0
F. Local	1,672,000	1,330,000	5,500,000

Net of Federal = A-B-C

In the last example, the district would **NOT** receive State reimbursement since it had sufficient child welfare claims and did not dedicate enough of its FFFS allocation to its Child Welfare Services Threshold.

NOTE: "Other Federal" includes Title IV-E Chafee Independence Act funding, Title IV-E, Title IV-B Subpart 1, and Title IV-B Subpart 2, where the expenditure has been deemed eligible for the child welfare settlement.

e. Performance or Outcome Based Provisions for Child Preventive Services

In addition to the Child Welfare Services Threshold, part H of Chapter 57 of the Laws of 2007 enacted performance or outcome based provisions for preventive services provided by SSDs which require performance or outcome based provisions for SSL §409-a preventive services beginning January 1, 2008. The applicable OCFS regulations are set forth in 18 NYCRR section 423.5. In the absence of meeting performance or outcome provisions, OCFS may limit any increase in reimbursement over the amount claimed by the SSD for the period October 1, 2005 through September 30, 2006 (as claimed through March 31, 2007).

f. Child Welfare Services Settlement

The SFY 2012-13 Child Welfare Services settlement is based on child welfare expenditures made from October 1, 2011 through September 30, 2012, claimed by March 31, 2013. The amount an SSD dedicates out of its FFFS allocation for Title XX Below 200% Child Welfare Services, EAF Child Welfare Services and Child Welfare TANF Direct Services will be applied to eligible expenditures claimed by March 31, 2013. Other available federal funds for the Child Welfare Services settlement include Title IV-E Chafee Independence Act funding, Title IV-E, Title IV-B Subpart 1, and Title IV-B Subpart 2, where the expenditure has been deemed eligible. After the appropriate federal funding is applied against the SSD's expenditures for these services from October 1, 2011 through September 30, 2012, that are claimed by March 31, 2013, these expenditures are eligible for 62 percent State reimbursement, subject to the Child Welfare Services Threshold and performance or outcome based provisions for preventive services.

Also settled during this time are SFY 2012-13 Title XX Adult Protective/Domestic Violence Services, Title XX All Eligible Services, Title XX All Eligible Services Below 200% Adult Protective/Domestic Violence Services, and Title XX All Eligible Services Below 200% non-Adult Protective/Domestic Violence Services. In regard to Adult Protective/Domestic Violence Services, after the appropriate federal funding is applied against the SSD's expenditures for these services from October 1, 2011 through September 30, 2012, that are claimed by March 31, 2013, these expenditures are eligible for 49 percent State reimbursement. In regard to Title XX All Eligible Services Below 200% non-Adult Protective/Domestic Violence Services, after the appropriate federal funding is applied against the SSD's expenditures for these services from October 1, 2011 through September 30, 2012, that are claimed by March 31, 2013, these expenditures are not eligible for State reimbursement. However, during the settlement process, the State may request an SSD to make a plan amendment in order to maximize federal reimbursement.

7. Foster Care Services

The SFY 2012-13 Enacted Budget continues to eliminate the EAF foster care swap. The SSDs continue to be able to charge EAF Foster Care Maintenance, Administration and Tuition expenditures to the SFY 2012-13 FFFS plan.

In the SFY 2012-13 FFFS plan, EAF Foster Care Maintenance and Tuition will maintain calendar year reimbursement (January 1, 2012 through December 31, 2012) and EAF Foster Care Administration will maintain Federal fiscal year reimbursement (October 1, 2011 through September 30, 2012).

a. EAF JD/PINS (Foster Care/Tuition)

An SSD may use a portion of its FFFS allocation for expenditures for the care, maintenance, supervision and tuition of Juvenile Delinquents (JDs) and Persons in Need of Supervision (PINS) who are placed in residential programs operated by authorized agencies and who are eligible for EAF. These expenditures may be made under the PRWORA's "grandfather" provisions that allow payments for programs previously paid for under the Title IV-A program in effect in 1995. Payments under the FFFS allocation for JDs and PINS in foster care are only eligible for cases authorized as EAF pursuant to the instructions in the OCFS Child Welfare Eligibility Manual, Chapter 2. The non-federal share of these EAF JD/PINS expenditures may not be counted towards TANF-MOE.

Any SFY 2012-13 FFFS funds dedicated to EAF JD/PINS Foster Care and Tuition are to be used to reimburse expenditures made from October 1, 2011 through September 30, 2012, and claimed by March 31, 2013. After March 31, 2013, **no** changes to the amount of FFFS allocation dedicated to EAF JD/PINS foster care and tuition can be made.

Expenditures that an SSD opts not to reimburse with FFFS funds will be subject to State reimbursement to the extent of the SSD's SFY 2012-13 Foster Care Block Grant (FCBG) allocation. OCFS issued a separate Local Commissioners Memorandum (12-OCFS-LCM-09) on June 1, 2012 that sets forth district FCBG allocations and the rules governing those funds.

b. EAF Foster Care Maintenance and Tuition

An SSD may use a portion of its FFFS allocation to fund EAF eligible Foster Care Maintenance and Tuition expenditures. These expenditures may be made under the PRWORA's "grandfather" provisions that allow payments for programs previously paid for under the Title IV-A program in effect in 1995. Payments under the FFFS allocation for EAF Foster Care Maintenance and Tuition expenditures are only eligible for cases authorized as EAF pursuant to the instructions in the OCFS Child Welfare Eligibility Manual, Chapter 2. The non-federal share of these EAF Foster Care Maintenance and Tuition expenditures may not be counted towards TANF-MOE. Expenditures that an SSD opts not to reimburse with FFFS funds will be subject to State reimbursement to the extent of the SSD's FCBG allocation.

Any SFY 2012-13 FFFS funds dedicated to EAF Foster Care Maintenance and Tuition are to be used to reimburse expenditures made from January 1, 2012 through December 31, 2012, and claimed by March 31, 2013. After March 31, 2013, **no** changes to the amount of FFFS allocation dedicated to EAF Foster Care Maintenance and/or Tuition can be made.

c. EAF Foster Care Administration

An SSD may use a portion of its FFFS allocation to fund EAF eligible Foster Care Administration expenditures. Payments under the FFFS allocation for EAF Foster Care Administration expenditures are only eligible for cases authorized as EAF pursuant to the instructions in the OCFS Child Welfare Eligibility Manual, Chapter 2. The non-federal share of these EAF foster care administration expenditures may not be counted towards

TANF-MOE. Expenditures that a district opts not to reimburse with FFFS funds will be subject to State reimbursement to the extent of the SSD's FCBG allocation.

For SFY 2012-13, FFFS funds dedicated to EAF Foster Care Administration are to be used to reimburse expenditures made from October 1, 2011 through September 30, 2012, and claimed by March 31, 2013. After March 31, 2013, **no** changes to the amount of FFFS allocation dedicated to EAF Foster Care Administration can be made.

8. Other TANF Eligible Programs

a. Child Care

The SFY 2012-13 Enacted State Budget includes separate Federal and State allocations for child care services. OCFS issued a separate Local Commissioners Memorandum (12-OCFS-LCM-08) on May 25, 2012 that sets forth district child care allocations and the rules governing those funds. However, an SSD may choose to supplement its child care allocation by transferring a portion of its FFFS allocation to the CCDF. An SSD may transfer up to 34 percent of its FFFS allocation to the CCDF and Title XX combined, with no more than 25 percent of its FFFS allocation being transferred to Title XX. As previously discussed in the Background section of this ADM, a review of the statewide total amount of the transfers will be completed when all plans are submitted and exceptions to the maximum percentages may be considered on an individual district basis.

An SSD may only fund child care services costs with FFFS funds by transferring those funds to the CCDF. Any FFFS funds that are transferred to the CCDF are governed by the Federal and New York State Child Care Block Grant (NYSCCBG) rules for such funds, including the five percent cap on funding for administrative activities. Eligibility is determined and expenditures are reported and claimed in the same manner as NYSCCBG Claims.

Any FFFS funds transferred to the CCDF from an SSD's SFY 2012-13 FFFS Allocation may be used for expenditures for the period October 1, 2011, through September 30, 2012 (FFY 2011-12), and/or for the period October 1, 2012, through September 30, 2013 (FFY2012-13). Any FFY 2011-12 funds transferred to the CCDF must be claimed by March 31, 2013. Any FFY 2012-13 funds transferred to the CCDF will be subject to the claim deadlines for the FFY 2012-13 NYSCCBG.

b. Non-Residential Domestic Violence Services

The SFY 2012-13 enacted State Budget includes a separate State allocation for Non-Residential Domestic Violence Services. OCFS will issue a separate Local Commissioners Memorandum that sets forth the district's Non-Residential Domestic Violence Services allocations and the rules governing those funds. However, an SSD may choose to supplement its Non-Residential Domestic Violence Services allocation by dedicating a portion of its FFFS allocation to Non-Residential Domestic Violence Services. Additional Non-Residential Domestic Violence Services funding may be used for core and/or optional services provided by approved Non-Residential Domestic Violence Services programs only. For a complete list of approved Non-Residential Domestic Violence Services programs, refer to the OCFS website at <http://www.ocfs.state.ny.us/main/>. Any SFY 2012-13 FFFS allocation dedicated to Non-Residential Domestic Violence Services is to be used for expenditures made from

October 1, 2011, through September 30, 2012, and claimed by March 31, 2013. The SSDs may adjust their indicated amount of the FFFS allocation dedicated to additional Non-Residential Domestic Violence Services prior to March 31, 2013. After March 31, 2013, **no changes** to the amount of the FFFS allocation dedicated to additional Non-Residential Domestic Violence Services can be made for the SFY 2012-13 Adult Protective/Domestic Violence Services settlement to take place.

c. State Administered Program/Contracts

In past years, the State Budget included special appropriations to support a variety of programs and services administered at the State level. The SFY 2012-13 Enacted Budget provides no funding for some of these programs, and includes small amounts of additional funding for others. In the absence of other resources, some of these programs will end or be forced to move forward with reduced capacity or a limited scope of service. A list of these programs and the status of each is contained in Attachment 6. A county specific welfare-to-work provider list can be found on OTDA's website in the Resources & Data section at <http://otda.ny.gov/resources/>.

The SSDs interested in supporting these initiatives with FFFS funding may do so in one of two ways:

1. Local Agreement – SSDs may enter into an agreement directly with an existing provider.
2. Revenue Intercept – SSDs can request that OTDA withhold a portion of their FFFS allocation to support the State administered program/contract. The OTDA or OCFS, as appropriate, will consult with the SSDs and make the necessary modifications to the State contract documents. Any FFFS funds used are subject to the same terms and conditions outlined in the RFP that these organizations were selected through. OTDA or OCFS staff, as appropriate, will continue to be responsible for monitoring the contract and will provide SSDs with the results of monitoring visits, reports and performance activity.

To obtain specific information about a particular program or contract, please contact the representative listed on Attachment 6.

The SSDs opting to support State Administered contracts with FFFS funds identified on line 8 of the plan must complete the Revenue Intercept Authorization. This Authorization is incorporated into the FFFS plan file in Microsoft Excel[®]. The Authorization must list the programs, providers, and the amount of funding to be reserved for each contract. It is not necessary to print, sign, and fax or mail the completed Authorization to OTDA, but it is necessary to complete the Authorization prior to sending the plan for approval. Please refer to the FFFS plan instructions for additional details regarding completion of the Revenue Intercept Authorization.

The SSDs choosing the revenue intercept option would complete the State Administered Contract List in the FFFS plan file.

9. Administrative Costs

An SSD may use a portion of its FFFS Allocation for administrative costs associated with TANF funded benefit assistance and services subject to the following guidance. SSDs need to ensure costs are allocated to benefiting programs when more than one program is involved in a particular activity whether done by SSD staff or contractor staff. If SSDs choose to engage contractors to provide services, they are reminded that they need to obtain assurances from providers that the costs being charged to TANF are done pursuant to an appropriate and acceptable cost allocation methodology. Cost allocation rules are contained in the Fiscal Reference Manual, Volume 3 for SSDs other than NYC, and Volume 4 for NYC. They can also be found in Federal Circular OMB A-87 for SSDs, OMB Circular A-122 for non-profit organizations other than hospitals and institutions of higher education, or those specifically excluded, are governed by OMB Circular A-122 or OMB Circular A-21 for education institutions and for-profit organizations by 48 CFR 31.

Guidance on Administrative Costs 15 Percent Rule

The maximum amount the State can spend on administration against the TANF Block Grant after transfers to other block grants is 15%. For SFY 2012-13, based on the total projected administrative costs against TANF, SSDs may budget a maximum of 25% in administration against their FFFS plans. As the FFY closes, should it be determined that additional TANF administrative costs can be allowed, the SSDs will be notified.

Administrative expenditures should be scrutinized to ensure that they are properly classified as a program cost or an administration cost for TANF purposes. Fiscal Reference Manual Volumes 3 & 4, Chapters 5 & 10 contain additional information related to the distinction between TANF program and administration. In addition, a matrix illustrating these distinctions is contained in 05-ADM-11 and 06-ADM-08. Costs that are not being properly classified as program costs, according to the TANF definitions, could hamper a district's ability to use FFFS for administrative costs with respect to the 15% cap.

a. TANF Administrative Costs

The FFFS allocations may be used to pay for administration claims beginning with the January – March 2012 quarter provided the FFFS SFY 11-12 plan is revised so that the end date for the FFFS SFY 11-12 plan components that are claimed through the RF2A package is December 2011. Claims are applied to FFFS allocations based on the effective dates established by the SSDs in their FFFS plans. The criteria defining the claims that liquidate each category of the FFFS allocation on the FFFS ceiling report are contained in claim schedule mappings that will be sent to local district Finance offices once the revised ceiling report for SFY 12-13 is available.

NOTE: Please be aware that certain administrative expenditures are categorized as case management services as a result of the Random Moment Survey (RMS). These expenditures are identified on the Schedule D1 Section 4 (refer to Fiscal Reference Manual Volume 3 Chapter 8, Volume 4, Chapter 8 for NYC) and are considered program expenditures for TANF reporting purposes. As such, they are not counted as administrative expenditures subject to the 15% cap (refer to the Guidance on Administrative Costs 15% Rule above). These costs are now automatically reported under TANF Services. When determining plan allocations, these expenditures should be factored into the amount allocated for TANF Services. If an SSD chooses to allocate funds to account for this shift, use line 1g (Case Management Shift from D1) on the SFY 12-13 FFFS plan template. This

line 1g was added specifically for this purpose and allocating funds to this line, to account for this shift, does not require the addition of a unique new project in the TRACS 2 2012 plan.

b. Child Welfare Administrative Costs

Any SFY 2012-13 FFFS dedicated to Child Welfare Administration are to be used for expenditures from October 1, 2011, through September 30, 2012, and must be claimed by March 31, 2013. The SSDs may adjust their indicated amount of the FFFS allocation dedicated to Child Welfare Administration prior to March 31, 2013. After March 31, 2013, no changes to the amount of the FFFS allocation dedicated to Child Welfare Administration can be made, in order for the SFY 2012-13 Child Welfare Services settlement to take place. However, during the settlement process the State may request an SSD to make a plan amendment in order to maximize federal reimbursement.

If SSDs choose to engage contractors please refer to the Administrative Costs section above for cost allocation information.

B. TANF Maintenance of Effort (MOE) Requirements

Under the federal TANF law, New York must continue to meet its requirement to spend State and local dollars (75% of State spending as of the 1994 base year or \$1.7 billion annually as long as work participation rate requirements are met, but increasing to 80% of base year spending or by \$114 million if New York fails to meet work participation rate requirements). Additionally, MOE expenditures are necessary to enable the State to qualify for any TANF Contingency funds, which require a 100% MOE spending level as well as MOE funds to match any federal grant. New York again qualified for the TANF Contingency Fund in FFY 2012. Finally, OTDA requires that local plans show gross amounts spent related to the FFFS Allocation programs. For these reasons, the FFFS plan has columns for gross and federal shares. The inclusion of MOE countable State and local shares, along with the federal share in the gross column, will assist OTDA in projecting MOE countable expenditures.

The local and State funded portions of the following programs are eligible to be MOE countable:

- TANF Programs such as Family Assistance (including child support pass-through);
- TANF Services and Employment Programs;
- Child Care (however not for Contingency funds);
- Administration (up to 15 percent);
- SNA FFP; and
- SNA for former FA recipients who exceed the Five Year Time Limit and SNA for Aliens who lost eligibility solely due to PRWORA changes to the law.

C. FFFS Liquidation Requirements

SSDs have three years to fully liquidate their FFFS allocation. Claims for expenditures prior to October 1, 2012 and the corresponding FFFS plan revisions for these expenditure periods must be submitted by June 30, 2013

Any SFY 2012-13 FFFS funds dedicated to Child Welfare, Title XX Transfer, EAF JD/PINS or EAF Foster Care Administration, Maintenance, or Tuition, and Non-Residential Domestic

Violence Services are to be used for expenditures made from October 1, 2011, through September 30, 2012, and claimed by March 31, 2013.

Please note that SSDs must liquidate the full amount of their SFY 2010-11 FFFS allocations that were rolled to their SFY 2011-12 plans by March 31, 2013; the SFY 2011-12 FFFS allocations by March 31, 2014; and the SFY 2012-13 FFFS allocations by March 31, 2015.

VI. Required Action

A.

1. FFFS Plan File

The OTDA will continue to support the central SharePoint® [FFFS site](#) for SFY 2012-13 FFFS plan processing. The SSD staff will use this site to complete, submit, revise, and view their SFY 2012-13 FFFS plans. The OTDA and OCFS staff will use this site to upload the initial plans for SFY 2012-13, receive, review, and approve or return to SSDs plans that require further clarification. The site houses FFFS and TRACS 2 resources such as ADMs, user guides and related useful information. The FFFS site automates and streamlines FFFS plan processing through systemic e-mail notifications at critical points in the plan process including plan approval, storing the plan history and supporting the plan working copy that is readily available for district revision. SharePoint® FFFS plan site user instructions for SFY 2012-13 are unchanged from last year and available in SharePoint in the [Shared Documents library](#). It is recommended the user instructions be referenced when completing FFFS plan tasks in SharePoint. Please note, the Excel 2007 SharePoint Guides are applicable to Excel 2010 version users as well.

As in previous years, a file has been developed in Microsoft Excel® which allows SSDs to complete the fiscal requirements of the FFFS plan (see Attachment 2). Attachment 2 is a sample only. Please note, SFY 2012-13 FFFS plan templates are available in each SSD's SharePoint® folder for completion and submission.

Basic plan information, including the SSD's allocation, has been entered on each SSD's plan template. The application incorporates various documents into one file and automatically transfers data from a single source to the different pages of the plan. The file contains a data entry section for SSD information, allocations and program periods, Summary and Detail FFFS plan reports, a listing of State-Administered Contracts, an authorization for Revenue Intercept(s), and the plan certification. NOTE: The "Project Details for TANF Services, Non-Recurrent and TANF Employment," has been revised and Column E (Total Project Budget Field) removed. The page should continue to include the specific programs for TANF Services, Non-Recurrent and TANF Employment. Instructions for completing the FFFS plan file are contained in Attachment 3. Districts should use these instructions when completing, submitting, and revising SFY 2012-13 FFFS plans.

The SSDs must submit their SFY 2012-13 FFFS plans via SharePoint by August 7, 2012

The OTDA plan related questions should be directed to Christine Insull or Elida Tomasulo at the telephone number or e-mail address listed on the first page of this ADM.

Plan development and submissions for OCFS related costs are made through the Integrated

County Planning or Consolidated Service Planning requirements found in 11 OCFS-LCM-10. For questions on OCFS plan issues, please contact the appropriate OCFS Regional Office. Contact individuals for all other issues are noted on the first page or in the body of the ADM.

2. TANF Reporting and Control System 2 (TRACS 2)

The TANF TRACS 2 system is an Internet based application that allows SSDs to provide program information and to report families served and outcome data for Services and Employment projects funded with FFFS funds. The SSDs that allocate FFFS funds from either their SFY 2011-12 or SFY 2012-13 funding to Services projects (FFFS Plan Detail screen Lines 1a. and/or 1b.), Non-Recurrent costs (Line 2) and/or to Employment programs (FFFS Plan Detail screen Line 3a. and/or 3b.) must use TRACS 2 to provide program and budget information on each project. In addition, TRACS 2 is the sole data collection point for Drug and Alcohol Assessment information and Non-Custodial Parents participating in work activities. The SSDs are required to report these data elements and the additional reporting requirements discussed throughout this directive, in a timely manner.

TRACS 2 SFY 2012-13 Plans

To assist SSD staff, certain data elements from the 2011 TRACS 2 plans have been copied into new 2012 TRACS 2 plans. The new plans are labeled **2012 OTDA FFFS Plan-Active**. The SSD staff must review and update the 2012 TRACS 2 plans, as appropriate. Updated TRACS 2 detailed instructions are available on the TRACS 2 main page – [“Instructions.”](#)

Although SSDs may choose to operate program periods that are outside of the SFY and reflect these periods on the FFFS Plan Detail Page, information entered and data reported on the 2012 TRACS 2 plans must reflect the actual project budget and corresponding outcomes for the SFY: April 1, 2012-March 31, 2013 period.

The TRACS 2 Project Information data entry page has been modified for SFY 2012-13, in an effort to streamline needed information. The SSDs are to complete entry of a **SFY 2012-13 Project Budget** only, as this information is necessary for the determination of program reasonableness, for the 12 month SFY time period. The **Total Project Budget** field has been eliminated.

SFY 2012-13 Project Budget Field: SSDs must enter the FFFS funds from current or prior year allocations that they plan to use to support the project for any months that fall within the twelve month SFY (April 1, 2012 – March 31, 2013).

NOTE: The Project Period must be within the FFFS Project Period (Start Date-End Date) entered on the Employment Services Program (line 3a.) and TANF Services Program (line 1a.) of the FFFS Plan TANF Allocation Plan Data Page.

Example:

Pearl County plans to fund a Services project that will end in June 2013, beyond the end of SFY 2012-13.

The total budget the SSD will use to support this project for the time period of April 1,

2012 – June 30, 2013 is \$100,000.

The portion of the \$100,000 supporting the project during the 12 month SFY is \$80,000. In TRACS 2, the SFY 12-13 Project Budget entered is \$80,000.

The 2012 TRACS 2 plan reporting that is done monthly reflects activities that are supported by the \$80,000. Monthly TRACS 2 reporting by staff at Pearl County provides a vehicle to determine costs per family served in this project. Furthermore, there is a direct relationship between that cost and the performance outcomes reported.

Reporting Requirements:

It is important that SSDs continue to dedicate staff to collecting and entering timely, TRACS 2 reporting data. Section VI. E outlines the full reporting requirements, and please note the following:

- Monthly Reporting of **number of families served** and **outcome measures** associated with the 2012 TRACS 2 plan is for the SFY April 2012 – March 2013. The SSDs should collect and retain program data until such time that their 2012 TRACS 2 plan is approved by OTDA. At such time, SSDs should enter the reporting data for past months. It is important to note that TRACS 2 is programmed to allow entry of number of families served and outcome measures only when they are required. Certain Employment Projects do not require these entries. Please review the revised TRACS 2 2012-2013 User Guide for additional information on reporting requirements for TANF Employment Projects.
- Reporting on Drug/Alcohol Assessments and Non-Custodial Parents participating in work activities is NOT associated with a plan year. Data should be entered on an ongoing monthly basis in TRACS 2.
- Reporting is often a collaborative local effort between program staff, fiscal staff and others. It is strongly recommended that one staff person be responsible for the data entry of monthly reporting. To become an authorized user of TRACS 2, contact your local LAN Administrator or local Entitlement Administrator.

Instructions for getting to the TRACS 2 application are as follows:

Internet – Click on *Internet Explorer* (using other browsers may adversely affect your ability to navigate and enter data); access the New York State OTDA Internet Home Page (<http://www.otda.ny.gov>); click on “Resources and Data”; scroll down to the TANF Reporting and Control System 2 (TRACS 2) link; click on the TRACS 2 link; enter your Username and TRACS or TRACS 2 password into the Nynet login page.

Intranet – Click on *Internet Explorer* (using other browsers may adversely affect your ability to navigate and enter data); access the New York State Human Services Intranet Site (<http://sdssnet5>). Users also can access the TRACS 2 application from the OTDA Intranet site, by entering the application’s URL <https://tracs2.otda.ny.gov>. The user then

would be prompted to enter their LDAP Username and Password.

Centraport – Enter the Centraport Home Page; click on Applications, then click on the “TRACS 2” button.

Contact individuals for TRACS 2 are listed on the first page of this ADM.

B. District Certification

As part of the FFFS plan, each SSD is required to provide a certification which constitutes its assurances that the programmatic and fiscal requirements that are necessary for proper program administration and accountability will be maintained. This certification constitutes an acceptance by the SSD to be bound by the assurances, including the provision of all statutorily required services and activities; and an agreement to bear full responsibility for implementation of programs in accordance with the applicable federal and State statutory and regulatory requirements. The certification is contained in the FFFS plan application.

Statutorily required services and activities include, but are not limited to:

- providing basic eligibility;
- providing substance abuse and domestic violence screening and assessments;
- services for victims of domestic violence;
- providing child support referrals;
- meeting employment requirements, including conducting employability determinations and assessments, achieving federal work participation rate requirements and complying with federal work verification requirements;
- providing proper notices;
- providing conferences and fair hearings;
- determining eligibility within application timeframes;
- providing special allowances;
- meeting emergency and immediate needs;
- providing guaranteed child care services;
- providing foster care services;
- providing mandated child prevention services; and
- providing child protective services.

C. Claiming Instructions

The SSDs will report their expenditures via the RF-2, RF-2A and/or the RF-17 Claim Package for Special Project Claiming in the Automated Claiming System. Claiming instructions are contained in Fiscal Reference Manual (FRM) Volumes 2, 3 and 4 available on the OTDA intranet site at <http://otda.state.ny.net/bfdm/>. FRM Volume 3 is “Rest of State” and Volume 4 is “NYC.” The FFFS ceiling reports are available in each SSD’s county folder (go to this link and select your county: [\mscotda0a1ah\county](#)).

A desk reference guide is provided as Attachment 5 which provides programs, claiming methods, RF-17 project labels, dates for claiming, and plan revision submission dates for both SFY 2011-12 and SFY 2012-13 plans.

D. FFFS Plan Amendments

The SFY 2012-13 FFFS plans, as well as the SFY 2011-12 FFFS plans, may be amended during the course of the fiscal year as SSDs perceive the need to make service adjustments, subject to the limitations set forth in this document. The exceptions to this provision are the amount of the CCDF and Title XX transfers for expenditures made from October 1, 2011, through September 30, 2012. The FFY 2012 CCDF and Title XX transfers may not be adjusted once the SSD's initial FFFS plan is approved. As noted previously, an SSD may transfer SFY 2012-13 FFFS funds to CCDF for FFY 2012 and FFY 2013. The SSDs may amend their FFFS transfers to the CCDF for the FFY 2013 period until March 31, 2013.

Any SFY 2012-13 FFFS funds dedicated to reimburse EAF JD/PINS, EAF Child Welfare, including Child Welfare TANF Direct, and Non-Residential Domestic Violence Services are to be used for expenditures made from October 1, 2011, through September 30, 2012, and claimed by March 31, 2013. Any SFY 2012-13 FFFS funds dedicated to reimburse EAF Foster Care Maintenance and Tuition are to be used for expenditures made from January 1, 2012, through December 31, 2012, and claimed by March 31, 2013. Any SFY 2012-13 FFFS funds dedicated to reimburse EAF Foster Care Administration are to be used for expenditures made from January 1, 2012 through September, 30, 2012 and claimed by March 31, 2013. After March 31, 2013, **no** changes can be made to the amount of FFFS allocation dedicated to EAF JD/PINS, EAF Foster Care Maintenance, Administration or Tuition, EAF Child Welfare Services, including Child Welfare, TANF Direct, or to Non-Residential Domestic Violence Services.

Please note that any SSD that had a rollover of the SFY 2010-11 FFFS allocation to the SFY2011-12 plan must liquidate the full amount by March 31, 2013; the SFY 2011-12 FFFS allocations by March 31, 2014; and the SFY 2012-13 FFFS allocations by March 31, 2015. Each year's plan is a standalone document and continues to be active until all funds associated with that plan are either expended and claimed or rolled over into the following year's plan. An SSD must notify OTDA of any changes to its plan(s) within 30 days of implementing the change by submitting a revised plan through the SharePoint Process. As always, the revised plan(s) will be reviewed jointly by OCFS and OTDA.

Any plan revision(s) that an SSD makes to its FFFS plan also must include any necessary changes to the TANF funded Services Projects or TANF funded Employment Programs listed on TRACS 2. Revisions to an FFFS plan cannot be approved until any necessary corresponding changes are made to the TRACS 2 plan and submitted.

E. Reporting and Accountability

1. SFY 2012-13 Performance and Accountability Requirements

As noted in the Background section, OTDA must provide on its website quarterly performance and expenditure data by SSD for programs funded with FFFS. The performance and accountability requirements also apply to TANF funded contract programs administered at the State level as well as allocations made to SSDs.

The OTDA will continue to use existing reporting mechanisms such as the Welfare Management System (WMS), the Welfare to Work Caseload Management System (WTWCMS) and the New York City Work, Accountability and You (NYCWAY) system for NYC to meet some of the SFY 2012-13 FFFS Performance and Accountability data requirements. The rest of the performance data is provided directly by the SSDs, via TRACS 2 monthly reporting.

The SSDs are required to enter timely reporting data for Services and certain Employment Projects in TRACS 2 on:

- Number of families served;
- Outcomes;
- Number of TANF and SNA MOE Drug/Alcohol Assessments completed;
- Number of SNA Drug/Alcohol Assessments completed; and
- Non-Custodial Parents participating in FFFS work activities

Using the data sources noted above, OTDA will develop Performance and Accountability Matrices (PAMs) that are posted on the OTDA website. The SFY 2012-13 Matrix will be updated quarterly based upon monthly data. Detailed information on the reporting required on TRACS 2 is outlined below.

OCFS advised SSDs of performance requirements for Preventive Services via 07-OCFS-LCM-12. Performance requirements for Community Optional Preventive Services (COPS) programs funded by FFFS were established for SFY 2012-13.

Services Projects Reporting

The TANF funded Services Projects are designed to provide SSDs with flexibility in delivering services to families in receipt of public assistance and low-income families with income at or below 200% of poverty. Depending on local needs, SSDs may direct TANF funding to a variety of projects.

As part of this SFY 2012-13 FFFS plan submission, each SSD that allocates FFFS funds to a Services project(s) must enter or revise information for each project in their 2012 TRACS 2 plan. The SSDs also must choose at least one outcome measure per project from the standard TRACS 2 list. Note: the Enhanced Domestic Violence project type has two required outcome measures. Reporting of outcome measures and families served must be entered into TRACS 2 by the 15th of the month following the reporting month.

Number of Families Served

To meet the performance and accountability reporting requirement, SSDs must enter the number of families served for each month of the SFY, under the appropriate category [TA (TANF and SN MOE Families) or 200% of Poverty] for each Services project in the 2012 TRACS 2 plan. If no families are served the SSD must enter zeros for the month.

Project Outcomes

To meet PAM reporting requirements, SSDs must report monthly on at least one outcome measure per project. If no outcome measures are achieved for the reporting month, the district must enter a zero. Please note that performance/outcome results are for the activity that occurs during the reporting month. In order to have consistent reporting, the number of families reported each month is to be unduplicated within each project. A family that is served more than once per month in a project should be counted only once. A family that receives services from more than one project in a month should be counted once per month in each project.

SSDs also are required to enter monthly in TRACS 2 the number of TANF and SNA MOE Drug/Alcohol Assessments, the number of SNA Drug/Alcohol Assessments and the number of Non-Custodial Parents participating in work activities. The requirements for reporting families served and outcomes for Employment Programs are described below.

Drug and Alcohol Assessment and Monitoring

Many SSDs utilize FFFS funds for the costs of assessing TANF clients for drug and alcohol abuse and for monitoring the clients' attendance and progress in mandated substance abuse treatment. Since assessments are conducted only for those individuals identified as appropriate for assessment, there is no established goal. Performance data for Drug and Alcohol Assessment and Monitoring must be reported on TRACS 2 and the number of individuals identified as having substance abuse problems will be identified by WMS employability codes.

(Please note that SNA non-MOE drug and alcohol assessments should be reported on TRACS 2, but will not be included in the Performance and Accountability Matrices).

Drug and Alcohol Assessment reporting must be done on TRACS 2. If no individuals were assessed for drug/alcohol treatment, zeros should be entered in the reporting fields. It is important to remember that only the number of individuals assessed, not those simply referred for assessment must be counted.

Please direct any program questions to OTDA's Temporary Assistance Bureau at (518) 474-9344.

Statutory Domestic Violence Liaison (DVL)

The SSDs often use FFFS funds for the costs associated with providing at least one trained DVL. The tasks of the DVL are to perform a credibility determination and assessment of the PA applicant/recipient's DV claim; determine the need for waivers of specific PA requirements that may place the victim and/or the children at risk or make it more difficult for them to escape an abusive situation; to refer the victim to appropriate services depending on their situation; and to enter the information into WMS via the DV subsystem. Performance of these tasks is the goal. Performance data comes from the DV reporting subsystem of WMS.

Please direct any program questions to OTDA's Temporary Assistance Bureau at (518) 474-9344.

Employment Services Programs

The TANF funded Employment Programs are designed to provide SSDs with flexibility in delivering specialized employment services to TANF-eligible families in receipt of PA and low income families below 200% of poverty determined to be TANF eligible in accordance with 00-LCM-20. Depending on local needs, SSDs may direct TANF funding to a variety of employment programs as specified in their FFFS plans. Please note that each SSD should include funds budgeted for Employment Administration (line 3b.), it is fully contracting out the employment function and the contract services are primarily program activities. Each SSD that allocates funds to those specified TANF funded Employment Program or Programs (lines 3a. and/or 3b. of the FFFS Plan Detail Page) must enter/revise information for each program on TRACS 2.

For most employment program areas, SSDs are not required to report new outcome information as data already collected (via WTCMS for all SSDs other than NYC and NYCWAY system for NYC) and reported will be used to evaluate district employment efforts, whenever possible. For example, OTDA will continue reporting elements such as the number of individuals assessed, individuals engaged, individuals counting toward work participation rates and employment entries.

Participation in employment programs, including paid and unpaid work activities, for the purpose of calculating the federal participation rate must continue to be reported using existing reporting mechanisms (WTCMS for all SSDs other than NYC and NYCWAY system for NYC). Requirements for documenting and reporting hours of participation in work activities for households with children are detailed in 08-ADM-07.

Families Served: For the following two programs only the number of families served (or zero) must be reported on TRACS 2: Subsidized Employment Programs and Employment Services for Youth (including Subsidized Summer Employment for Youth). Families served must be broken out by TANF/SNA MOE or 200% of Poverty.

To have consistent reporting, the number of families reported each month is to be unduplicated within each project. A family that is served more than once per month in a project should be counted only once. A family that receives services from more than one project in a month should be counted once per month in each project.

Project Outcomes: To meet the Performance and Accountability reporting requirement, SSDs must enter the transaction based counts (or zero) for the outcome measures associated with the following three programs: Employability Determinations-Disability Determinations; Transportation Supports; and Outreach/Re-engagement Noncompliant Adults. Outcomes must be reported on TRACS 2.

For the following six programs no additional outcome information beyond using existing systems (WTCMS and NYCWAY) will be required and, therefore, for these six programs, no outcome information is to be reported on TRACS 2: Assessment and Employability Planning; Educational and Training Activities; Specialized Employment Services; Case Management and Monitoring for Nonexempt and Exempt Adults; General Employment Services; and Job Placement and Retention Services.

2. Non-Custodial Parents Participating in Work Activities

Section 103 of PRWORA requires states to report, on a monthly basis, the number of non-custodial parents participating in TANF or SNA MOE funded federal work activities, as defined in section 407(d) of the Social Security Act¹. Failure to report in an accurate

¹ Include non-custodial parents participating in any of the following activities: (1) unsubsidized employment; (2) subsidized private sector employment; (3) subsidized public sector employment; (4) work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available; (5) on-the-job training; (6) job search and job readiness assistance; (7) community service programs; (8) vocational educational training (not to exceed 12 months with respect to any individual); (9) job skills training directly related to employment; (10) education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency; (11) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and (12) the provision of child care services to an individual who is participating in a community service program.

and timely way on this and other data elements can result in large financial penalties that could severely limit the amount of TANF funding for programmatic purposes. See 00-LCM-20 for conditions governing the provision of TANF funded services to non-custodial parents.

As a result of this requirement, and because most or all SSDs use some of their FFFS allocation to support federal work activities, SSDs are required to enter into TRACS 2 the monthly unduplicated number of non-custodial parents participating in work programs funded through FFFS. If a non-custodial parent is served in more than one month, include them for every month served. If no non-custodial parents are served in a month, enter zero for that month. Information on non-custodial parent status can be obtained directly from the LDSS-4726 *TANF Services Application/Certification*, either from the cover sheet or from question F in Section 1. In the latter instance, clients may not be required to answer question F if they qualify for services in some other way.

Please note that there are two situations for which an SSD does not need to include a participating non-custodial parent in the report. First, it is not necessary to include non-custodial parents who are verified as active in an FA SNA case containing a minor child. Second, SSDs do not have to report non-custodial parents served by State contracted providers to whom you are allocating FFFS funds, since these providers are required to report directly to the State on the number of non-custodial parents served.

Monthly reporting of all other Non-Custodial Parents participating in FFFS funded work activities must be completed on TRACS 2.

3. Other Reporting Requirements

For programs funded as Title XX Below 200 Percent, FFFS Direct Child Welfare Services, Child Care, EAF JD/PINS, EAF Foster Care Administration, Maintenance and Tuition and Alternatives to Detention, the planning requirements will be met through the SSDs' Child and Family County Service Plans (11-OCFS-LCM-10).

VII. Systems Implications: None

VIII. Effective Date: Immediately

Issued By:

Name: Phyllis Morris
Title: Acting Deputy Commissioner, Center for Employment and Economic Supports
Division/Office: NYS Office of Temporary and Disability Assistance

Name: Mikki Ward-Harper
Title: Acting Deputy Commissioner for Administration
Division/Office: NYS Office of Children and Family Services

**Flexible Fund for Family Services
2012-13
Allocations**

DISTRICT	2012-13 FFFS
Albany	\$13,786,052
Allegany	\$3,256,955
Broome	\$8,363,149
Cattaraugus	\$4,294,921
Cayuga	\$3,884,497
Chautauqua	\$5,402,577
Chemung	\$4,617,181
Chenango	\$2,358,885
Clinton	\$3,386,094
Columbia	\$3,330,333
Cortland	\$2,404,022
Delaware	\$1,584,197
Dutchess	\$8,695,437
Erie	\$47,198,841
Essex	\$1,663,870
Franklin	\$2,606,195
Fulton	\$3,049,321
Genesee	\$2,143,237
Greene	\$2,507,587
Hamilton	\$195,044
Herkimer	\$2,443,446
Jefferson	\$5,230,762
Lewis	\$1,337,997
Livingston	\$2,815,057
Madison	\$2,216,590
Monroe	\$28,961,477
Montgomery	\$1,835,140
Nassau	\$23,532,682
Niagara	\$8,778,589
Oneida	\$12,185,964
Onondaga	\$21,640,331
Ontario	\$3,286,819
Orange	\$12,837,295
Orleans	\$1,706,269
Oswego	\$6,448,985
Otsego	\$2,411,179
Putnam	\$1,584,240
Rensselaer	\$5,412,457
Rockland	\$10,969,137
St Lawrence	\$5,801,690
Saratoga	\$4,425,168
Schenectady	\$7,312,752
Schoharie	\$1,871,781
Schuyler	\$994,923
Seneca	\$2,264,410
Steuben	\$5,277,479
Suffolk	\$40,156,025
Sullivan	\$3,112,267
Tioga	\$2,114,083
Tompkins	\$3,538,105
Ulster	\$6,853,777
Warren	\$1,893,639
Washington	\$1,907,740
Wayne	\$3,435,384
Westchester	\$39,656,870
Wyoming	\$1,777,431
Yates	\$965,718
NYC	\$550,277,947
Total	\$964,000,000

FFFS SharePoint link: <http://sharepoint.otda.state.nyenet/applications/FFFS/Shared%20Documents>

Note that you may be prompted to log in to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen\' before your user name during log in.

ATTACHMENT 2

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver050312)

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

DISTRICT INFORMATION DATA PAGE

District		Total Allocation	\$0
FFFS Allocation	\$0	Balance to Allocate	\$0
11-12 Rollover	\$0	Plan Approval Date	

Submission Date	<input type="text"/>
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Submission Type	<input type="text"/>
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Contact Name	<input type="text"/>	<input type="text"/>
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Contact Phone	<input type="text"/>	Ext	<input type="text"/>
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Contact E-mail	<input type="text"/>	<input type="text"/>
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Commissioner	<input type="text"/>	<input type="text"/>
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Commiss. E-mail	<input type="text"/>	<input type="text"/>
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FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013

TANF ALLOCATION PLAN DATA PAGE

Programs		Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0			
1a.	TANF Services Program					
1b.	TANF Services Administration					
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e.	Statutory Domestic Violence Liaison Function (DVL) Program					
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin					
1g.	Case Management Shift from D1				04/12	03/13
2.	TANF Services Non-Recurrent Costs					
3.	TANF Employment Services	0	0			
3a.	TANF Employment Services Program					
3b.	TANF Employment Services Administration					
4.	Additional Non-Residential Domestic Violence	0	0			
4a.	Add'l Non-Res Domestic Violence Program				10/11	09/12
4b.	Add'l Non-Res Domestic Violence Administration				10/11	09/12
5.	Child Welfare Other Than Title XX Transfer		0			
5a.	Child Welfare (EAF or 200%) Program				10/11	09/12
5b.	Child Welfare (EAF or 200%) Administration				10/11	09/12
5c.	EAF JD/PINS and Tuition				10/11	09/12
5d.	EAF Foster Care Tuition				01/12	12/12
5e.	PINS/Prevention/Detention Diversion Services Program				01/12	03/15
5f.	PINS/Prevention/Detention Diversion Services Administration					
5g.	EAF Foster Care Maintenance				01/12	12/12
5h.	EAF Foster Care Administration				10/11	09/12
6.	TANF Assistance and Eligibility Administration					
7.	Title XX Transfer Below 200%		0			
7a.	Child Welfare				10/11	09/12
7b.	AP/DV				10/11	09/12
7c.	Non-AP/DV				10/11	09/12
7d.	Community Optional Preventive Services (COPS)				10/11	09/12
8.	Additional Child Care Transfer		0			
8a.	Additional Child Care Transfer FFY12				10/11	09/12
8b.	Additional Child Care Transfer FFY13				10/12	09/13
9.	State Administered Contracts		0			
<i>Totals</i>		0	0			

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES PLAN SUMMARY

District		Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
11-12 Rollover	0	Plan Approval Date			

Programs		Gross Amounts	TANF Allocation	% of Total Allocation
1.	TANF Services, Drug/Alcohol, & DVL	0	0	0%
2.	TANF Services Non-Recurrent Costs	0	0	0%
3.	TANF Employment Services	0	0	0%
4.	Additional Non-Residential Domestic Violence	0	0	0%
5.	Child Welfare Other Than Title XX Transfer		0	0%
	Child Welfare (EAF or 200%) Program		0	
	Child Welfare (EAF or 200%) Administration		0	
	EAF JD/PINS and Tuition		0	
	EAF Foster Care Tuition		0	
	PINS/Prevention/Detention Diversion Services Program		0	
	PINS/Prevention/Detention Diversion Services Administration		0	
	EAF Foster Care Maintenance		0	
	EAF Foster Care Administration		0	
6.	TANF Assistance and Eligibility Administration	0	0	0%
7.	Title XX Transfer Below 200%		0	0%
	Child Welfare		0	
	AP/DV		0	
	Non-AP/DV		0	
	Community Optional Preventive Services (COPS)		0	
8.	Additional Child Care Transfer		0	0%
9.	State Administered Contracts		0	0%
Subtotal Program Allocation			0	0%
Subtotal Administration Allocation			0	0%
Grand Total			0	0%
Balance to Allocate/Reserve			0	0%

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES PLAN DETAIL

District		Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
11-12 Rollover	0	Plan Approval Date			

Programs		Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0	0%		
1a.	TANF Services Program	0	0			
1b.	TANF Services Administration	0	0			
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program	0	0			
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration	0	0			
1e.	Statutory Domestic Violence Liaison Function (DVL) Program	0	0			
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin	0	0			
1g.	Case Management Shift from D1	0	0		04/12	03/13
2.	TANF Services Non-Recurrent Costs	0	0	0%		
3.	TANF Employment Services	0	0	0%		
3a.	TANF Employment Services Program	0	0			
3b.	TANF Employment Services Administration	0	0			
4.	Additional Non-Residential Domestic Violence	0	0	0%		
4a.	Add'l Non-Res Domestic Violence Program	0	0		10/11	09/12
4b.	Add'l Non-Res Domestic Violence Administration	0	0		10/11	09/12
5.	Child Welfare Other Than Title XX Transfer		0	0%		
5a.	Child Welfare (EAF or 200%) Program		0		10/11	09/12
5b.	Child Welfare (EAF or 200%) Administration		0		10/11	09/12
5c.	EAF JD/PINS and Tuition		0		10/11	09/12
5d.	EAF Foster Care Tuition		0		01/12	12/12
5e.	PINS/Prevention/Detention Diversion Services Program		0		01/12	03/15
5f.	PINS/Prevention/Detention Diversion Services Administration		0			
5g.	EAF Foster Care Maintenance		0		01/12	12/12
5h.	EAF Foster Care Administration		0		10/11	09/12
6.	TANF Assistance and Eligibility Administration	0	0	0%		

7.	Title XX Transfer Below 200%		0	0%		
7a.	Child Welfare		0		10/11	09/12
7b.	AP/DV		0		10/11	09/12
7c.	Non-AP/DV		0		10/11	09/12
7d.	Community Optional Preventive Services (COPS)		0		10/11	09/12
8.	Additional Child Care Transfer		0	0%		
8a.	Additional Child Care Transfer FFY12		0		10/11	09/12
8b.	Additional Child Care Transfer FFY13		0		10/12	09/13
9.	State Administered Contracts		0	0%		
	<i>Totals</i>	0	0	0%		

Subtotal Program Allocation		0	0%		
Subtotal Administration Allocation		0	0%		
Grand Total		0	0%		

Balance to Allocate/Reserve		0	0%		
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Calculation of Administration Percentages						
TANF Administration		0	0%			
Child Welfare Administration		0	0%			
EAF Foster Care Administration		0	0%			
Administration Totals (25% of cap)		0	0%			

Calculation of Amounts Toward Child Welfare Threshold						
Child Welfare (EAF or 200%) Program		0	0%			
Child Welfare (EAF or 200%) Administration		0	0%			
Title XX Below 200% Child Welfare		0	0%			
Allowable Community Optional Preventive Services (COPS)		0	0%			
Child Welfare Threshold Total		0	0%			

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST

District		Submission Date		Total Allocation	
FFFS Allocation		Submission Type		Balance to Allocate	
11-12 Rollover		Plan Approval Date			

9.	State Administered Contracts				
	Program	Provider	TANF Allocation	Start Date	End Date
9a.					
9b.					
9c.					
9d.					
9e.					
9f.					
9g.					
9h.					

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that _____ County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

As a result, I authorize OTDA to set aside a total of _____ from my County/District's FFFS Allocation for State Fiscal Year 2012-2013.

Should any of these contracts or programs not be able to be continued or the funding authorized in this letter in whole or in part not be utilized, OTDA will so advise me so that my County/District may redirect the remaining funds to other authorized uses.

Commissioner

Date

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES CERTIFICATION

The Local District Commissioner of _____ hereby submits its Flexible Fund for Family Services (FFFS) Plan, and certifies that funds will be used in a manner consistent with federal and State law and regulations, and for a purpose permitted under 42 U.S.C. §601 or §604 and consistent with the ADM for the 2012-13 FFFS.

Funds will be used to provide services only to recipients of public assistance whose current case includes a child under the age of 18 or under the age of 19 if the child is attending secondary school or to eligible individuals and families whose incomes do not exceed 200 percent of the federal poverty level, except as specifically noted in the ADM for the 2012-13 FFFS.

No funds shall be used to provide assistance as that term is defined in the federal regulations for the Temporary Assistance for Needy Family block grant program, except as specifically authorized in the ADM for the 2012-13 FFFS.

It is further certified that although my social services district has flexibility in determining which program it wishes to use its FFFS Allocation in accordance with its FFFS plan, the social services district still is required to provide all services mandated by State Social Services Law.

Submission of this FFFS plan electronically certifies that the district has read and accepts the terms of this certification.

Commissioner

Date

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

Project Details for TANF Services, Non-Recurrent and TANF Employment

District		Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
11-12 Rollover	0	Plan Approval Date			
COLUMN A Project/Program Name	COLUMN B Project Type	COLUMN C FFFS SFY 12-13 Allocation Distribution	COLUMN D SFY 12-13 Project Budget (4/1/12- 3/31/13)		
TANF Services					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Line 1 - 20 Sum of TANF Services		0		0	
TANF Services Non-Recurrent Costs					
1.					
2.					
3.					
4.					
5.					
Line 1 - 5 Sum of TANF Services Non-Recurrent Costs		0		0	
TANF Employment Services					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
Line 1 - 23 Sum of TANF Employment Services		0		0	

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Introduction

A file application was developed in Microsoft Excel[®] that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file is macro driven to check errors in the data entry of program information, to permit navigation between various pages and reports of the application package, and to automatically transfer plan data from a single source to different plan reports. This increases the efficiency of the plan process, eliminates the need for repetitive data entry, and reduces the potential for error.

As mentioned above, the plan application is macro driven. With the exception of the Main Menu, the macro buttons are located in the upper left or upper right hand corner of each screen. If the buttons are not visible, scroll to the left or right of the screen to locate the buttons.

The plan application contains several edits throughout the file which assist in ensuring the information entered is correct. These edits appear as pop up dialog boxes if any of the information entered does not comply with FFFS requirements. To review a list of errors that may be encountered and resolution of these errors, reference the section labeled **Error Messages and Troubleshooting** which can be found at the end of this document.

The macros are most efficient if the plan is completed as indicated in these instructions. To avoid errors that will invalidate the macros, please adhere to the following:

- **DO NOT copy and paste cells.**
- **DO NOT cut and paste cells.**
- **DO NOT insert rows.**
- **DO NOT delete rows.**

Prior to saving the plan application, **RETURN TO THE MAIN MENU**. This will ensure the Main Menu is displayed the next time the file is opened.

Getting Started

During the FFFS 2012 – 2013 plan year, submission, revisions and corrections to the application file will be made in SharePoint. Please refer to the separate SharePoint instructions ([Shared Documents](#)) on how to open, access, edit, save or submit the plan application.

The plan application was developed using Microsoft Office 2003. If using Microsoft Office 2007 or Microsoft Office 2010, all functionality remains the same, with the exception of how to set the macro security level.

- 1) For users of Microsoft Office 2003 –

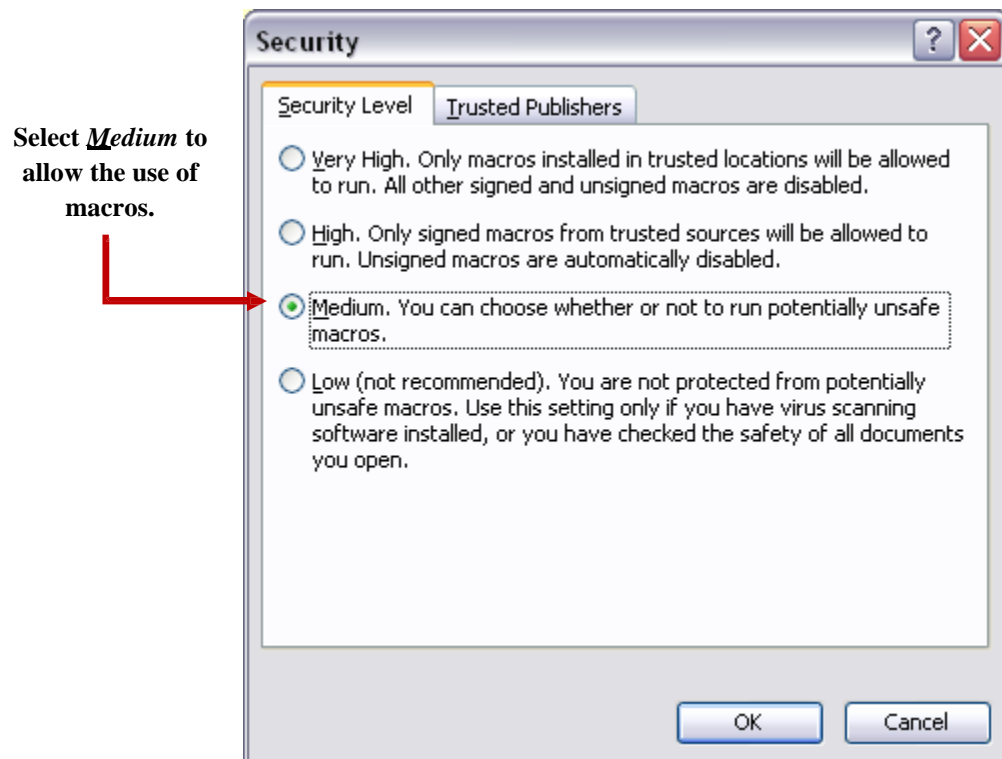
**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- a) If the following error message or a similar message regarding macro security is displayed, the macro security level needs to be adjusted. Click 'OK' to continue.



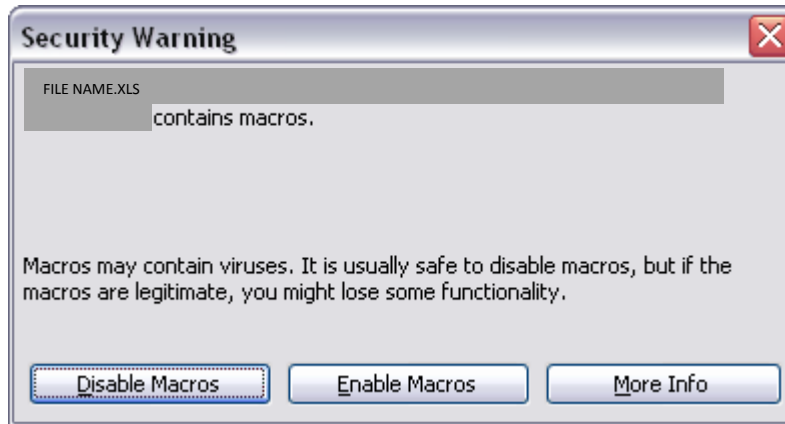
- Note: If a security dialog box is not displayed, the security level is likely set to Low. This is acceptable and the macros will function correctly.

- b) From the Main Toolbar in Excel, click Tools → Macro → Security. The following dialog box will be displayed.



- c) Choose the Medium button as indicated above and click 'OK'. Exit Excel to save the update security settings and reopen the plan application. The following security warning will be displayed.

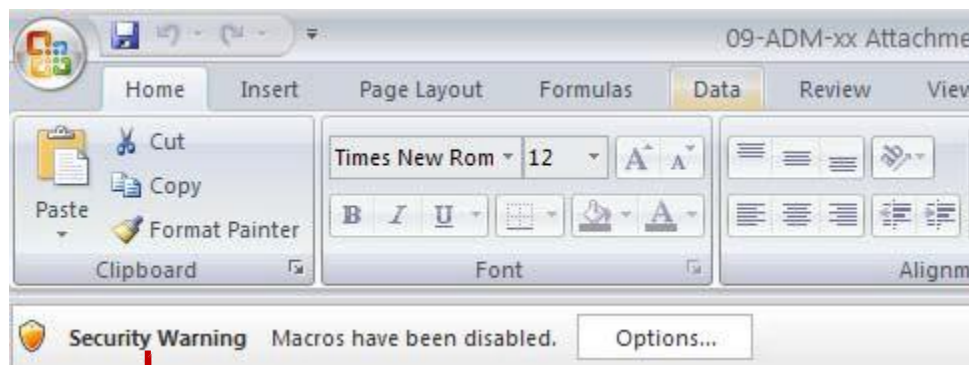
**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**



d) Click 'Enable Macros' and the Flexible Fund for Family Services Plan Main Menu will be displayed.

2) For users of Microsoft Office 2007 –

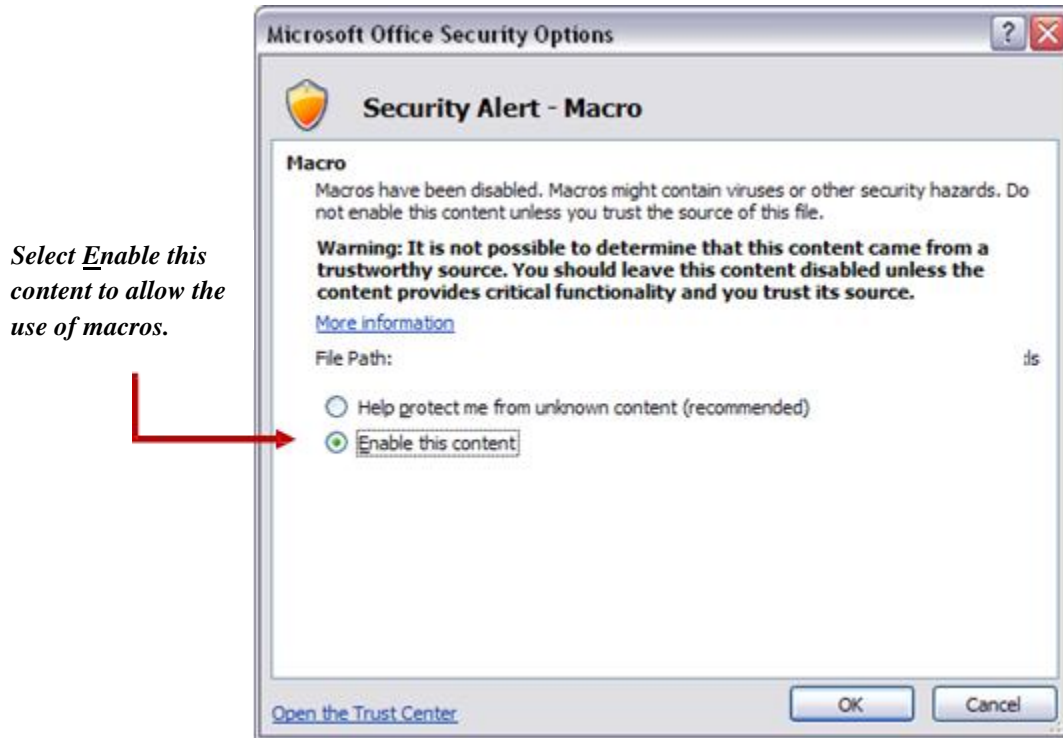
a) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon (the new Office 2007 toolbar), the following security warning is displayed.



Security warning in Excel 2007

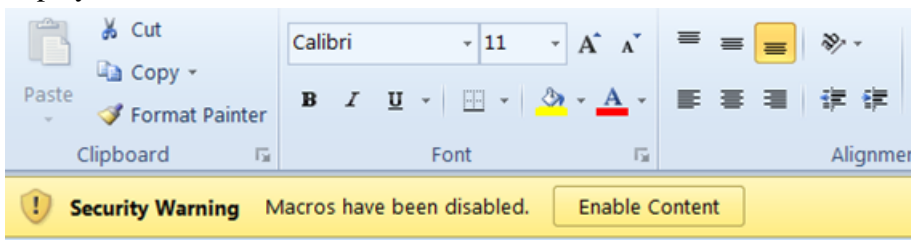
b) Click 'Options' and the Microsoft Office Security Options dialog box will be displayed. Choose the 'Enable this content' button to enable the macros.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**



3) For users of Microsoft Office 2010-

- a) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon, the following security warning is displayed.



- b) Click 'Enable Content'.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Instructions

The Flexible Fund for Family Services Plan for 2012-2013 has a light gray background on its pages, as seen in the Main Menu below.

FFFS SharePoint link: <http://sharepoint.otda.state.ny.net/applications/FFFS/Shared%20Documents>

Note that you may be prompted to login to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen/' before your user name during login.

ATTACHMENT 2

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver050312)

- Note: A link to the instructions on how to use the FFFS 2012-2013 Plan Application has been included on the Main Menu. Click on the hyperlink to open the instructions.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Entering the District Information

- 1) From the Main Menu, click the button labeled “District Information”. The District Information Data Page is displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate between the fields that are required. The District Information Data Page can be printed by clicking the button labeled “Print This Page” in the upper left hand corner.

Return to Main Menu	Print This Page	FLEXIBLE FUND for FAMILY SERVICES		Reset Submission Information
		FFFS Plan		
		State Fiscal Year 2012-2013		
DISTRICT INFORMATION DATA PAGE				
District	Pearl	Total Allocation	\$5,039,651	
FFFS Allocation	\$5,000,000	Balance to Allocate	\$5,039,651	
11-12 Rollover	\$39,651	Plan Approval Date		
Submission Date				
Submission Type				
Contact Name				
Contact Phone		Ext		
Contact E-mail				
Commissioner				
Commiss. E-mail				

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- 2) The following information must be entered prior to submitting the plan application for approval:
- a) Submission Date – enter the date the plan application will be submitted for approval. If the plan is being resubmitted because it was returned and the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being submitted. **It is very important to ensure that with each Plan submission, the submission date be updated.**

NOTE: The Submission Date also serves as the Commissioner’s signature date on the Plan Certification and, if applicable, the Revenue Intercept Authorization.

- b) Submission Type – select the type of plan being submitted. The selections are as follows:
- Funding & Dates: used for all original plans and for revised plans amending both allocations and program periods on the Program Allocations & Dates Page.
 - Dates only: for revised plans changing only program periods on the Program Allocations & Dates Page
 - Funding only: for revised plans amending only allocations on the Program Allocations & Dates Page
 - Project Details only: for revised plans amending only the Project Details for TANF Services, Non-Recurrent and TANF Employment Page

NEW
SUBMISSION
TYPE FOR
PLAN YEAR
2012-2013

NOTE: To update fields described in c) through g), please contact Edward Conway at Edward.Conway@otda.ny.gov or Chris Insull at Christine.Insull@otda.ny.gov.

- c) Contact Name – the name of the district’s FFFS contact person.
- d) Contact Phone and Extension – the phone number of the FFFS contact as 10 digits, without dashes, spaces or parenthesis. Enter an extension, if applicable.
- e) Contact E-mail – the e-mail address of the FFFS contact
- f) Commissioner Name – the local district’s Commissioner’s name. Entering the Commissioner’s name will also serve as the Commissioner’s signature in agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA.
- g) Commis. E-mail – the email address of the Commissioner
- 3) Once all required information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is missing, a pop up box will be displayed indicating information is incomplete. Click on the appropriate field on the District Information Data Page to complete the district information or to continue to the Main Menu.
- 4) For subsequent amendments to the plan, it is necessary to click the button labeled “Reset Submission Information” in the upper right hand corner of the District Information Data Page. This will delete the Submission Date and Type and reset information not seen by the user.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Entering Program Allocations and Program Periods

- 1) From the Main Menu, click the button labeled “Program Allocations & Dates”. The following pop up box will be displayed.



Beginning with the 2008-09 FFFS plan, districts were required to enter program information into TRACS 2 for any funding allocated for certain FFFS programs. Without the required program information in TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services, district plans will not be approved. See the FFFS 12-13 ADM for details regarding program plan requirements.

- 2) After clicking OK in the TRACS 2 Program Information pop up box, the TANF Allocation Plan Data Page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. The TANF Allocation Plan Data Page can be printed by clicking the macro button labeled “Print This Page” in the upper left hand corner. Remember, to avoid errors that will invalidate the macros, please adhere to the following:

- **DO NOT copy and paste cells**
- **DO NOT cut and paste cells**
- **DO NOT insert rows**
- **DO NOT delete rows**

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Return to Main Menu	Print This Page	FLEXIBLE FUND for FAMILY SERVICES			Clear Gross Amount	Clear TANF Amount	Clear Program Dates
FFFS Plan							
State Fiscal Year 2012-2013							
TANF ALLOCATION PLAN DATA PAGE							
District	Pearl	Submission Date		Total Allocation	5,039,651		
FFFS Allocation	5,000,000	Submission Type		Balance to Allocate	5,039,651		
11-12 Rollover	39,651	Plan Approval Date					

	Programs	Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0	0%		
1a.	TANF Services Program					
1b.	TANF Services Administration					
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e.	Statutory Domestic Violence Liaison Function (DVL) Program					
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin					
1g.	Case Management Shift from D1				04/12	03/13
2.	TANF Services Non-Recurrent Costs			0%		
3.	TANF Employment Services	0	0	0%		
3a.	TANF Employment Services Program					
3b.	TANF Employment Services Administration					
4.	Additional Non-Residential Domestic Violence	0	0	0%		
4a.	Add'l Non-Res Domestic Violence Program				10/11	09/12
4b.	Add'l Non-Res Domestic Violence Administration				10/11	09/12
5.	Child Welfare Other Than Title XX Transfer	0	0	0%		
5a.	Child Welfare (EAF or 200%) Program				10/11	09/12
5b.	Child Welfare (EAF or 200%) Administration				10/11	09/12
5c.	EAF JD/PINS and Tuition				10/11	09/12
5d.	EAF Foster Care Tuition				01/12	12/12
5e.	PINS/Prevention/Detention Diversion Services Program					
5f.	PINS/Prevention/Detention Diversion Services Administration					
5g.	EAF Foster Care Maintenance				01/12	12/12
5h.	EAF Foster Care Administration				10/11	09/12
6.	TANF Assistance and Eligibility Administration			0%		

- 3) Enter the gross amounts first, followed by the TANF allocation amounts, for the programs to be funded through FFFS. The allocations should be considered in the order most appropriate to district circumstances. The Balance to Allocate will be displayed in the upper section of the page.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- Note: If funds are to be directed to state administered contracts or programs, the information must be entered on the State Administered Contracts List. The total amount to be set aside for these contracts or projects will be added to the TANF Allocation Plan Data Page and subsequent pages once the list is complete.
- 4) Enter the program start dates, followed by the end dates, for the programs to be funded through FFFS. The dates must be entered as MM/DD/YY, but will be displayed as MM/YY. Additional guidance for allowable program dates can be found in the desk reference attachment of this year's FFFS ADM.
 - 5) Once all relevant information has been entered, click the button labeled "Return to Main Menu" to continue. If any relevant information is incomplete, a pop up box will be displayed, indicating information is missing. Click the appropriate button in the dialog box to complete the plan information or to return to the Main Menu. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

Entering the State Administered Contract List and Completing the Revenue Intercept Authorization

- Note: These sections need to be completed only if funds are allocated for contracts or projects that are administered on the state level.
- 1) From the Main Menu, click the button labeled "State Administered Contract List." The State Administered Contract List page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. To print the contract listing, return to the Main Menu and click the macro button labeled "State Administered Contract List" under the *Print Reports* section.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

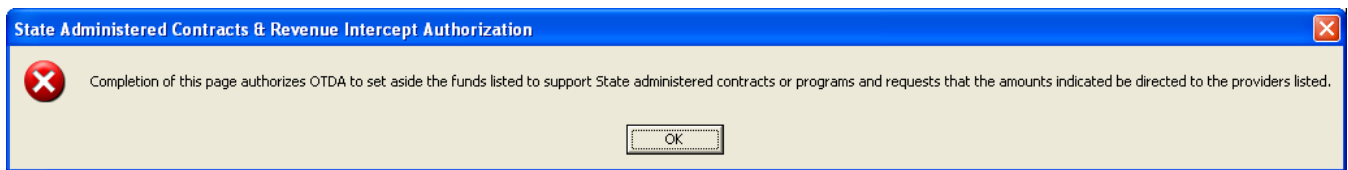
Return to Main Menu	FLEXIBLE FUND for FAMILY SERVICES					Reset Contracts Data
	FFFS Plan					
	State Fiscal Year 2012-2013					
	FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST					
District	Pearl	Submission Date		Total Allocation	5,039,651	
FFFS Allocation	5,000,000	Submission Type		Balance to Allocate	5,039,651	
11-12 Rollover	39,651	Plan Approval Date				

9.	State Administered Contracts				
	Program	Provider	TANF Allocation	Start Date	End Date
9a.					
9b.					
9c.					
9d.					
9e.					
9f.					
9g.					
9h.					

- 2) The following information must be entered for the funding to be set aside for the state contracts or projects.
- a) Program – enter the contract or program that is to be funded. See the current year’s FFFS ADM for a list of state operated programs and contracts administered through OTDA and OCFS that are eligible to receive FFFS funding.
 - b) Provider – enter the provider that is to receive FFFS funding.
 - c) TANF Allocation – enter the amount of FFFS funding that is to be set aside for the contract.
 - d) Start and End dates – enter the start and end dates of the contract period in the format of MM/DD/YY.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. A dialog box will be displayed as a reminder to complete the Revenue Intercept Authorization. If this Authorization is not completed, the district plan will not be approved. Click the appropriate button in the pop up box to complete the Revenue Intercept Authorization or to continue to the Main Menu.
- 4) If funds from the FFFS allocation are to be directed to administer State contracts or projects, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled “Revenue Intercept Authorization”. The following dialog box is displayed to highlight the terms of the Revenue Intercept Authorization.



- 5) Click ‘OK’ to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled “Agree” at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. If the district does not agree with the Authorization, click the “Disagree” button; this will remove any information previously entered on the Revenue Intercept Authorization. However, clicking “Disagree” will not delete any data entered on the State Administered Contract List. If districts decide not to allocate funds to State administered contracts, any information entered must be removed from the State Administered Contracts List page.
- 6) Once finished, click the button labeled “Return to Main Menu” to continue. To print the Authorization, click the button labeled “Revenue Intercept Authorization” under the *Print Reports* section on the Main Menu.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

**Return to
Main
Menu**

Click AGREE to complete the Revenue Intercept Authorization	AGREE
Click DISAGREE to remove information from the Authorization	DISAGREE

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that _____ County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

As a result, I authorize OTDA to set aside a total of _____ from my County/District's FFFS Allocation for State Fiscal Year 2012-2013.

Should any of these contracts or programs not be able to be continued or the funding authorized in this letter in whole or in part not be utilized, OTDA will so advise me so that my County/District may redirect the remaining funds to other authorized uses.

Commissioner

Date

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Entering the Project Details for TANF Services, Non-Recurrent and TANF Employment

Districts that allocate FFFS funds from either their SFY 2011-12 or SFY 2012-13 funding to Services projects (FFFS Plan Detail screen Lines 1a. and/or 1b.), Non –Recurrent costs (Line 2) and/or to Employment programs (FFFS Plan Detail screen Line 3a. and/or 3b.) must use TRACS 2 to provide program and budget information on each project. In addition, districts must enter the corresponding project details in the FFFS Plan template on the page called ‘Project Details for TANF Services, Non-Recurrent & TANF Employment’. The button to access this page can be found on the Main Menu under the Create Reports Section (see below).

FFFS SharePoint link: <http://sharepoint.otda.state.ny.net/applications/FFFS/Shared%20Documents>

Note that you may be prompted to login to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen' before your user name during login.

ATTACHMENT 2

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver050312)

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Return to Main Menu	Print This Page	FLEXIBLE FUND for FAMILY SERVICES			
		FFFS Plan			
		State Fiscal Year 2012-2013			
Project Details for TANF Services, Non-Recurrent and TANF Employment					
District	Pearl	Submission Date		Total Allocation	5,039,651
FFFS Allocation	5,000,000	Submission Type		Balance to Allocate	5,039,651
11-12 Rollover	39,651	Plan Approval Date			

COLUMN A Project/Program Name	COLUMN B Project Type	COLUMN C FFFS SFY 12-13 Allocation Distribution	COLUMN D SFY 12-13 Project Budget (4/1/12- 3/31/13)
TANF Services			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Line 1 - 20 Sum of TANF Services		0	0

- 1) **COLUMN A, Project/Program Name** - Enter the Project Name as it will be entered in the TRACS 2 2012 Plan. Column A should include:
 - a. All projects being funded by FFFS 2012-2013 funds, regardless of the start/end dates entered on the FFFS SFY 2012-2013 Plan
 - b. All projects being operated during the FFFS SFY 2012-2013 (April 1, 2012 – March 31,

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

2013) that are funded with FFFS dollars, regardless of which year's FFFS allocation is being used to support the project.

- 2) **COLUMN B, Project Type** - From the drop down list provided, select the appropriate project type for the project listed in COLUMN A. For TANF Services Non-Recurrent Costs, the project type will auto-fill with 'Non-Temp. Assistance Emergency/Diversion'.

- 3) **COLUMN C, FFFS SFY 12-13 Allocation Distributions** - Enter your FFFS 2012- 2013 Plan 8 allocations for each program listed in COLUMN A. This should include a breakdown of how the SFY 2012-2013 FFFS allocation is being used to support each project listed, regardless of the start/end dates on the SFY 2012-2013 FFFS Plan Detail Page. If no SFY 2012-2013 dollars are being used to support the project; a ZERO should be entered in Column C.
 - a. For TANF Services, the Sum of Lines 1 – 20 should equal the total of Line 1a "TANF Services Program" and Line 1b "TANF Services Administration" on the TANF Allocation Plan Data Page.
 - b. For TANF Services Non-Recurrent Costs, the Sum of Lines 1 – 5 should equal Line 2 "TANF Services Non-Recurrent Costs" on the TANF Allocation Plan Data page.
 - c. For TANF Employment Services, the Sum of Lines 1 – 23 should equal Line 3 "TANF Employment Services" on the TANF Allocation Plan Data page.
 - d. Any differences will result in an error message. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

- 4) **COLUMN D, SFY 12 -13 Project Budget (4/1/12 – 3/31/13)** - Enter the FFFS funds to be used to support the project for the state fiscal year time period (4/1/12 - 3/31/13), including previous year/current year FFFS funding, if applicable. This figure should match what is entered in the TRACS 2 data field called 'SFY 12-13 Project Budget'.

Viewing the Summary and Detail Plan Reports and the Plan Certification

- 1) From the Main Menu, click the button corresponding to the report to be displayed under the *View Reports* section. Please note that any changes to allocations or program dates cannot be made on these pages. The reports that can be viewed contain the following information:
 - Flexible Fund Plan Summary: this report rolls up allocations for program and administration amounts into one total.
 - Flexible Fund Plan Detail: this report maintains separate totals for program and administration amounts and lists program dates. This report also computes the administration percentages and the

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Child Welfare Threshold. The Plan Detail report is the only location in the plan application where these figures are calculated and displayed.

- Flexible Fund Plan Certification: This Certification provides the terms of the FFFS allocation and indicates the district’s agreement to these terms. DO NOT sign and mail or fax the Certification to OTDA. Completion of the document electronically is sufficient.

2) Once the review is complete, click the “Return to Main Menu” button to continue.

Printing the Plan Reports

On the Main Menu, under the *Print Reports* section, there are six options available to print the FFFS reports and documents. Each report can be printed separately, by clicking the appropriate macro button, or all reports can be printed together, by clicking the button labeled “Print All Plan Reports”. It is not necessary to change the print settings as they have been incorporated into the print macros and saved in the plan application. It is also not necessary to print any reports and mail them to OTDA.

Submitting the Completed Plan

Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be submitted through SharePoint for review and approval by OTDA and OCFS. It is NOT necessary to print, sign, mail or fax any FFFS reports generated from the plan application to OTDA. Completion of the plan application electronically is sufficient.

Resetting and Preparing the Plan Application for Amendments

- 1) When a plan amendment is to be submitted, click the button labeled “District Information” from the Main Menu. Once the District Information Data Page is displayed, click the button labeled “Reset submission information” in the upper right hand corner. This will delete the submission date and type from the amendment. This step must be completed as it resets other data not seen by the user.
- 2) Once the information has been cleared from the District Information Page, begin the plan amendment by entering the Submission Date and Submission Type.
- 3) On the TANF Allocation Plan Data page, there are options for clearing certain information from a completed plan. These functions can be used when preparing subsequent amendments to the FFFS plan. It is not necessary to use these macros to delete information, but they may be helpful if several programmed amounts or dates are to be changed.
 - a) Clear Gross Amounts – this button will delete all gross amounts entered on the Plan Data page.

Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions

- b) Clear TANF Amounts – this button will clear all allocations entered under the TANF column on the Plan Data page.
 - c) Clear Program Dates – this button will delete all program start and end dates.
- 4) After any of these macro buttons are clicked, a confirmation box will be displayed. If the information is to be cleared, proceed by clicking “Yes”. If the information is to be retained, click “No”. Note that once “Yes” is clicked, the function cannot be reversed and the information cannot be recovered.
- 5) If any amendments are to be made to the funding for State administered contracts or programs, the changes must be entered on the State Administered Contract List. If all funding is to be pulled from State administered contracts, click the button labeled “Reset Contracts Data” and all information will be cleared from the contracts list. The Revenue Intercept Authorization must also be updated; click “Agree” to update the Authorization.
- 6) If any changes are to be made to the funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), appropriate changes must be made to the program information in TRACS 2.
- 7) If any changes are to be made to funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), corresponding changes must be made to the Project Details for TANF Services, Non-Recurrent and TANF Employment page. Please note that the project details included with the initial approved plan will remain listed. Only changes need to be made.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Messages and Troubleshooting

The following table contains a list of errors that may be encountered when preparing the plan application for the FFFS. The resolution listed will assist in correcting the error.

Error Message	Resolution
The cell you are trying to change is protected and therefore read-only.	Information is being entered in a cell that is protected. Enter the necessary plan information in white fields only. To maintain the integrity of the macros, protection cannot be removed from the FFFS plan application.
District information must be completed before the plan is submitted for approval. The plan will not be reviewed if any data is missing or incomplete. See the instructions for the required information. Do you want to enter the district information now?	A required data element regarding the district or FFFS allocation has not been entered. Ensure the following information is entered: district, submission date, submission type, contact information, Commissioner name and Commissioner email address.
The amount of TANF funds allocated cannot exceed the Gross amount of funds entered for the program. Additionally, the gross amounts must be entered before entering the TANF allocations.	The gross amount of the program was not entered or the TANF funds entered are greater than the gross amount. Enter the gross amount prior to entering the TANF allocation or reduce the amount of the TANF allocation.
Funding for [program name] must be programmed between [Start Date] and [End Date].	The start date for the program is earlier than the permitted start date. Refer to the FFFS Desk Reference Guide for the allowable program periods.
One of the following errors has occurred: (1) the end date can't be entered before the start date; (2) the end date can't be prior to the start date; or (3) the end date can't be after the TANF cutoff date of 03/31/15.	The end date was entered without a start date, it was entered as an earlier date than the start date, or it was entered as a later date than the cutoff date for TANF funding. Check the start and end dates, correctly enter the dates in the format of MM/DD/YY, and use the Enter or Tab keys to enter the dates in the fields (do not use the mouse to move the cursor to another field).

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Message	Resolution
The funds programmed under TANF exceed the total FFFS allocation approved, resulting in an over allocation of [amount indicated]. Do you want to correct this error now?	Funds totaling an amount greater than the approved FFFS allocation have been programmed. A negative balance to allocate cannot be submitted for review. Review all allocations entered and reduce as needed.
The funds programmed under TANF do not equal the total FFFS allocation approved, resulting in a balance to allocate of [amount indicated]. Do you want to allocate these funds now?	A variance exists between the total allocation entered and the amount of funding programmed. It is not necessary to correct this if the district elects to have funds in reserve.
Gross Amount must be numeric and cannot be less than the TANF Allocation.	When entering the Gross Amounts, the field will only accept numerical characters. Please check your entry, and reenter numbers only. If you are preparing a plan revision, and you are adjusting the Gross Amounts down, you must first reduce the TANF Allocation to be less than the Gross Amount, then you may change the Gross Amount.
Please note that a TANF allocation has been entered without a Start Date or End Date. Do you want to correct this now?	An allocation has been entered without entering a corresponding start or end date. Enter the missing start or end date.
The number of program start dates does not equal the number of program end dates. Do you want to correct this now?	A program with an allocation is missing a start date or one with a start dates is missing an end date. Review programs with allocations to ensure all have a valid period with a start and an end date.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Message	Resolution
<p>Child Welfare values are less than the Child Welfare Threshold total of [amount indicated]. Do you want to correct this now?</p>	<p>Child Welfare values are calculated as follows:</p> <p style="margin-left: 40px;">5a. Child Welfare (EAF and 200%) Program 5b. Child Welfare (EAF or 200%) Administration 7a. Title XX Child Welfare + 7d. Title XX COPS* _____ Total Child Welfare values</p> <p>*Districts may only apply Title XX Under 200% COPS FFFS expenditures up to the amount dedicated in the Title XX Under 200% COPS for SFY 2010-11 as of March 31, 2011.</p> <p>Please correct these program allocations to equal or exceed the Child Welfare Threshold total amount indicated.</p>
<p>The TANF Administration percentage is greater than 25%. Do you want to correct this now?</p>	<p>Reduce TANF Administration lines to be less than 25% of the total allocation. TANF Administration lines include the following:</p> <ul style="list-style-type: none"> • 1b. TANF Services Administration • 1d. Drug/Alcohol (Statutory D/ A Assess/Monitor) Administration • 1f. Statutory Domestic Violence Liaison Function (DVL) Admin • 3b. TANF Employment Services Administration • 4b. Add'l Non-Res Domestic Violence Administration • 5b. Child Welfare (EAF or 200%) Administration • 5f. PINS/Prevention/Detention Diversion Services Administration • 5h. EAF Foster Care Administration • 6. TANF Assistance and Eligibility Administration

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Message	Resolution
<p>Please see the FFFS 12-13 ADM for the requirements on entering program information into the Project Details for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services. District Plans will not be approved without this information. Do you want to correct this now?</p>	<p>Entry is required on the Project Details for TANF Services, Non-Recurrent & TANF Employment Page (Project Details Page). The corresponding entries in the Project Details Page should be in agreement as follows:</p> <p style="text-align: right;">Project Details Page COLUMN C FFFS SFY 12 -13</p> <p><u>TANF Allocation Data Page</u> <u>Allocation Distribution</u></p> <p>Line 1a TANF Services Prgm = Line 1-20 SUM of + Line 1b TANF Services Adm TANF Services</p> <p>Line 2 TANF Services = Line 1-5 SUM of Non-Recurrent Costs TANF Services Non-Recurrent Costs</p> <p>Line 3 TANF Employment = Line 1- 23 SUM of Services TANF Employment Services</p>
<p>Please note that the TANF Services (Line 1a. TANF Services Program plus 1b. TANF Services Administration) does not equal the Sum of TANF Services on the Project Details for TANF Services. Do you want to correct this now?</p>	<p>Line 1a TANF Services Program plus Line 1b TANF Services Administration on the TANF Allocation Plan Data Page must equal Line 1 – 20 SUM of TANF Services on the Project Details Page.</p>
<p>Please note that the TANF Non-Recurrent costs (Line 2) does not equal the Sum of TANF Non-Recurrent Costs on the Project Details for TANF Non-Recurrent Costs. Do you want to correct this now?</p>	<p>Line 2 TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page must equal Line 1 – 5 SUM of TANF Services Non-Recurrent Costs on the Project Details Page.</p>
<p>Please note that the TANF Employment Services (Line 3) does not equal the Sum of TANF Employment Services on the Project Details for TANF Employment Services. Do you want to correct this now?</p>	<p>Line 3 TANF Employment Services on the TANF Allocation Plan Data Page must equal Line 1 – 23 Sum of TANF Employment Services on the Project Details Page.</p>

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Project Details for TANF Services, Non-Recurrent & TANF Employment Page Error Messages	Resolution
Please note that a TANF Services project has been entered without corresponding project type. Do you want correct this now?	A Project/Program Name has been entered in Column A, but the corresponding project type has not been selected from the drop down list in Column B.
Please note that you have entered project details for TANF Services, TANF Services Non-Recurrent and/or TANF Employment Services. Corresponding entry is required on the TANF Allocation Data Page. Do you want to correct this now?	<p>Entry is required on the TANF Allocation Data Page for TANF Service, TANF Services Non-Recurrent and/or TANF Employment Services. The corresponding entries should be in agreement as follows:</p> <p>Project Details Page COLUMN C FFFS SFY 12 -13</p> <p><u>Allocation Distribution</u> <u>TANF Allocation Data Page</u></p> <p>Line 1-20 SUM of = Line 1a TANF Services Prgm TANF Services +Line 1b TANF Services Adm</p> <p>Line 1-5 SUM = Line 2 TANF Services of TANF Services Non-Recurrent Costs Non-Recurrent Costs</p> <p>Line 1- 23 SUM = Line 3 TANF Employment of TANF Employment Services Services</p>
Please note that the Sum of TANF Services does not equal the total of Line 1a. TANF Services Program and 1b. TANF Services Administration on the TANF Allocation Plan Data Page. Do you want to correct this now?	Verify Line 1 – 20 SUM of TANF Services on the Project Details Page equals Line 1a TANF Services Program plus Line 1b TANF Services Administration on the TANF Allocation Plan Data Page.
Please note that the Sum of TANF Services Non-Recurrent Costs does not equal the total of Line 2. TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page. Do you want to correct this now?	Verify Line 1 – 5 SUM of TANF Services Non-Recurrent Costs on the Project Details Page equals Line 2 TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page.
Please note that the Sum of TANF Employment Services does not equal the total of Line 3. TANF Employment Services on the TANF Allocation Plan Data Page. Do you want to correct this now?	Verify Line 1 – 23 Sum of TANF Employment Services on the Project Details Page equals Line 3 TANF Employment Services on the TANF Allocation Plan Data Page.

2012-13 Child Welfare Thresholds for FFFS Allocations

DISTRICT	THRESHOLD	DISTRICT	THRESHOLD
Albany	\$4,829,483	Oneida	\$ 4,221,230
Allegany	1,491,665	Onondaga	8,229,377
Broome	3,227,501	Ontario	1,098,610
Cattaraugus	1,290,165	Orange	5,119,130
Cayuga	1,295,707	Orleans	768,248
Chautauqua	2,323,472	Oswego	2,088,042
Chemung	1,348,643	Otsego	882,305
Chenango	777,858	Putnam	814,741
Clinton	1,756,747	Rensselaer	1,502,219
Columbia	1,008,478	Rockland	4,126,192
Cortland	1,091,984	St. Lawrence	2,113,213
Delaware	1,014,669	Saratoga	1,528,580
Dutchess	2,430,186	Schenectady	3,042,665
Erie	15,033,020	Schoharie	868,979
Essex	772,344	Schuyler	482,877
Franklin	821,244	Seneca	741,901
Fulton	633,362	Steuben	1,638,439
Genesee	787,612	Suffolk	13,397,368
Greene	624,189	Sullivan	1,179,907
Hamilton	29,972	Tioga	601,453
Herkimer	621,457	Tompkins	1,876,992
Jefferson	3,775,646	Ulster	3,240,782
Lewis	546,242	Warren	577,412
Livingston	1,322,553	Washington	706,679
Madison	743,393	Wayne	856,577
Monroe	10,232,333	Westchester	13,983,651
Montgomery	699,686	Wyoming	419,062
Nassau	8,462,294	Yates	308,828
Niagara	3,279,868	New York City	193,635,109
		New York State	\$342,322,341

FLEXIBLE FUND for FAMILY SERVICES
Desk Reference Guide
State Fiscal Year 2012-2013

Programs		Start Date	End Date	Claiming Method	RF-17 Label	Submit Claims by	Revisions Due
1.	TANF Services, Drug/Alcohol & DVL	Oct 2011	Mar 2015	RF-17	FFFS 2012 Plan 8	03/31/15*	03/31/15*
1g.**	Case Management Shift from D1	Apr 2012**	Mar 2013**	ACS RF2A Schedule D-1 Section 4 Column 7		05/1/2013**	03/31/15*
2.	TANF Services Non-Recurrent Costs	Oct 2011	Mar 2015	RF-17	Non-Recurrent FFFS 12	03/31/15*	03/31/15*
3.	TANF Employment Services	Jan 2012	Mar 2015	RF2A		03/31/15*	03/31/15*
4.	Additional Non-Residential Domestic Violence	Oct 2011	Sep 2012	RF-17	Non Res DV FFFS 12	03/31/13	03/31/13
5. Child Welfare Other Than Title XX Transfer							
5a.	Child Welfare (EAF or 200%) Program	Oct 2011	Sep 2012	RF2***		03/31/13	03/31/13
5b.	Child Welfare (EAF or 200%) Administration	Oct 2011	Sep 2012	RF2A		03/31/13	03/31/13
5c.	EAF JD/PINS and Tuition	Oct 2011	Sep 2012	RF2		03/31/13	03/31/13
5d.	EAF Foster Care Tuition	Jan 2012	Dec 2012	RF2		03/31/13	03/31/13
5e/f.	PINS/Prevention/Detention Diversion Services	Oct 2011	Mar 2015	RF-17	Det Prev FFFS 12	03/31/15*	03/31/15*
5g.	EAF Foster Care Maintenance	Jan 2012	Dec 2012	RF2/RF2A		03/31/13	03/31/13
5h.	EAF Foster Care Administration	Oct 2011	Sep 2012	RF2A		03/31/13	03/31/13
6.	TANF Assistance and Eligibility Administration	Jan 2012	Mar 2015	RF2A		03/31/15*	03/31/15*
7. Title XX Transfer Below 200%							
7a.	Child Welfare	Oct 2011	Sep 2012	RF2/RF2A		03/31/13	03/31/13
7b.	AP/DV	Oct 2011	Sep 2012	RF2/RF2A		03/31/13	03/31/13
7c.	Non-AP/DV	Oct 2011	Sep 2012	RF2/RF2A		03/31/13	03/31/13
7d.	Community Optional Preventive Services (COPS)	Oct 2011	Sep 2012	RF-17	COPS FFFS 2011 -2012	03/31/13	03/31/13
8. Additional Child Care Transfer							
8a.	Additional Child Care Transfer FFY 12	Oct 2011	Sep 2012	RF2		03/31/13	N/A
8b.	Additional Child Care Transfer FFY 13	Oct 2012	Sep 2013	RF2		03/31/14	03/31/13
9.	State Administered Contracts	<i>As per Approved Contract</i>					

* If rollover occurs, the applicable **Submit Claims by** date and the **Final Plan Revisions Due** date is 02/01/14.

** RF2A Schedule D1 Case Management expenditures (cell D1_82040) are based on the QER district cut-off dates. For FFFS 2012 Plan 8, claims submitted between 5/2/12 and 5/1/13 (QER period 4/12 - 3/13) will be included.

*** The FFFS Child Welfare Direct component of the Child Welfare program costs should be submitted under the RF-17 label CW Direct FFFS 12.

State Administered Programs/Contracts

Program/Contract	SFY 12-13 TANF Funds	Status of Program Funding	Contact
Advantage Schools	\$500,000	Currently funded through 6/30/13.	Johnsie Hassan 518-473-4463 Johnsie.Hassan@ocfs.state.ny.us
Alternatives to Detention/Alternatives to Residential Placement	\$0	Currently funded through 6/30/13.	Haroon Mall 518-486-6236 Haroon.Mall@ocfs.state.ny.us
ATTAIN – Technology Labs	\$3,000,000	Currently funded through 8/14/12.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Bridge	\$102,000	A plan for utilizing the \$102,000 SFY 11-12 and 12-13 funds is being developed.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Career Pathways	\$750,000	Currently funded through 1/31/13.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov
Caretaker Relative	\$51,000	Currently funded through 11/30/12.	Tina Williams 518-402-6784 Tina.Williams@ocfs.state.ny.us
Centro of Oneida	\$25,000	Currently funded through 6/30/12.	Darci Carter 518-473-2500 Darci.Carter@otda.ny.gov
Community Reinvestment	\$0	Currently funded through 4/30/13.	Steve Redler 518-474-7790 Steve.Redler@ocfs.state.ny.us
Community Solutions for Transportation	\$112,000	Currently funded through 6/30/12.	Darci Carter 518-473-2500 Darci.Carter@otda.ny.gov
Disability Advocacy Program (DAP)	\$0	Currently funded through 6/30/12.	Archiah Philips 518-474-9109 Archiah.Philips@otda.ny.gov
Displaced Homemaker Program (DHP)	\$546,000	Currently funded through 10/31/12.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov
Educational Resources (ER)	\$250,000	Currently funded through 12/31/12.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Emergency Needs for the Homeless (ENHP)	\$500,000	Currently funded through 8/31/12.	Linda Camoin 518-473-1099 Linda.Camoin@otda.ny.gov
Food Pantry Initiative	\$250,000	A plan for utilizing the SFY 12-13 funds is being developed.	John James 518-473-0430 JohnH.James@otda.ny.gov
Green Jobs Corps 2 Program	\$0	Currently funded through 6/30/13.	Susanne Haag 518-486-6291 Susanne.Haag@otda.ny.gov

Heath Care Jobs 2 Program	\$0	Currently funded through 6/30/13.	Kathryn Couser 518-408-4972 Kathryn.Couser@otda.ny.gov
Jack Kennedy Build NY	\$0	Currently funded through 6/30/12.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Local Interagency VESID Employment Services (LIVES)	\$0	Currently funded through 3/31/13.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
New York State Refugee Resettlement Program (NYSRRAP)	\$0	Currently funded through 11/30/12.	Wanda Byrd 518-402-3028 Wanda.Byrd@otda.ny.gov
Non-Residential Domestic Violence	\$1,210,000	Currently funded through 6/30/12.	Contracts will be listed Non-Residential Domestic Violence Services LCM to be released.
Nurse Family Partnership	\$2,000,000	Currently funded through 6/30/13.	John James 518-473-0430 JohnH.James@otda.ny.gov
Rochester-Genesee Regional Transportation Authority (R-GRTA)	\$82,000	Currently funded through 6/30/13.	Darci Carter 518-473-2500 Darci.Carter@otda.ny.gov
Settlement House	\$1,000,000	Currently funded through 5/31/12.	Coleen Jannicelli 518-474-8627 Colleen.Jannicelli@ocfs.state.ny.us
Strengthening Families through Stronger Fathers	\$200,000	Currently funded through 5/31/13.	Monique Rabideau 518-474-0997 Monique.Rabideau@otda.ny.us
Summer Youth Employment Program (SYEP)	\$25,000,000 (State Funds)	Currently funded through 9/30/12.	Melissa Alexander 518-473-3018 Melissa.Alexander@otda.ny.gov
TANF Preventative Services	\$610,000	Currently funded through 4/30/13.	Tina Williams 518-402-6784 Tina.Williams@ocfs.state.ny.us
Transitional Jobs 2 Program	\$0	Currently funded through 6/30/13.	John James 518-473-0430 JohnH.James@otda.ny.gov
Wage Subsidy & Transitional Employment (WSP-TE)	\$950,000	Currently funded through 12/31/12.	Beth Mooney 518-473-2536 Elizabeth.Mooney@otda.ny.gov
Welfare to Careers/Metropolitan College	\$800,000	Currently funded through 5/31/13.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov
Wheels for Work (WfW)	\$144,000	A plan utilizing the SFY 12-13 funds is being developed.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov

Attachment 7

FFFS COPS Allocations SFY 2012-13

Grandfathered Dedications that Count
toward CWS Threshold

District	Title XX Below 200% COPS
Albany	-
Allegany	-
Broome	-
Cattaraugus	-
Cayuga	-
Chautauqua	-
Chemung	-
Chenango	-
Clinton	-
Columbia	-
Cortland	-
Delaware	-
Dutchess	-
Erie	-
Essex	-
Franklin	-
Fulton	-
Genesee	-
Greene	-
Hamilton	-
Herkimer	-
Jefferson	217,889
Lewis	-
Livingston	-
Madison	-
Monroe	-
Montgomery	-
Nassau	-
Niagara	-
Oneida	-
Onondaga	-
Ontario	-
Orange	-
Orleans	-
Oswego	-
Otsego	-
Putnam	-
Rensselaer	-
Rockland	-
St. Lawrence	-
Saratoga	-
Schenectady	-
Schoharie	-
Schuyler	-
Seneca	248,120
Steuben	-
Suffolk	1,000,000
Sullivan	32,000
Tioga	-
Tompkins	-
Ulster	-
Warren	-
Washington	-
Wayne	-
Westchester	-
Wyoming	-
Yates	-
Upstate	1,498,009
New York City	-
New York State	1,498,009

**Flexible Fund for Family Services
2012-13
Allocations**

DISTRICT	2012-13 FFFS
Albany	\$13,786,052
Allegany	\$3,256,955
Broome	\$8,363,149
Cattaraugus	\$4,294,921
Cayuga	\$3,884,497
Chautauqua	\$5,402,577
Chemung	\$4,617,181
Chenango	\$2,358,885
Clinton	\$3,386,094
Columbia	\$3,330,333
Cortland	\$2,404,022
Delaware	\$1,584,197
Dutchess	\$8,695,437
Erie	\$47,198,841
Essex	\$1,663,870
Franklin	\$2,606,195
Fulton	\$3,049,321
Genesee	\$2,143,237
Greene	\$2,507,587
Hamilton	\$195,044
Herkimer	\$2,443,446
Jefferson	\$5,230,762
Lewis	\$1,337,997
Livingston	\$2,815,057
Madison	\$2,216,590
Monroe	\$28,961,477
Montgomery	\$1,835,140
Nassau	\$23,532,682
Niagara	\$8,778,589
Oneida	\$12,185,964
Onondaga	\$21,640,331
Ontario	\$3,286,819
Orange	\$12,837,295
Orleans	\$1,706,269
Oswego	\$6,448,985
Otsego	\$2,411,179
Putnam	\$1,584,240
Rensselaer	\$5,412,457
Rockland	\$10,969,137
St Lawrence	\$5,801,690
Saratoga	\$4,425,168
Schenectady	\$7,312,752
Schoharie	\$1,871,781
Schuyler	\$994,923
Seneca	\$2,264,410
Steuben	\$5,277,479
Suffolk	\$40,156,025
Sullivan	\$3,112,267
Tioga	\$2,114,083
Tompkins	\$3,538,105
Ulster	\$6,853,777
Warren	\$1,893,639
Washington	\$1,907,740
Wayne	\$3,435,384
Westchester	\$39,656,870
Wyoming	\$1,777,431
Yates	\$965,718
NYC	\$550,277,947
Total	\$964,000,000

FFFS SharePoint link: <http://sharepoint.otda.state.nyenet/applications/FFFS/Shared%20Documents>

Note that you may be prompted to log in to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen\' before your user name during log in.

ATTACHMENT 2

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver050312)

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

DISTRICT INFORMATION DATA PAGE

District		Total Allocation	\$0
FFFS Allocation	\$0	Balance to Allocate	\$0
11-12 Rollover	\$0	Plan Approval Date	

Submission Date	<input type="text"/>
------------------------	----------------------

Submission Type	<input type="text"/>
------------------------	----------------------

Contact Name	<input type="text"/>	
Contact Phone	<input type="text"/>	Ext <input type="text"/>
Contact E-mail	<input type="text"/>	
Commissioner	<input type="text"/>	
Commiss. E-mail	<input type="text"/>	

FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013

TANF ALLOCATION PLAN DATA PAGE

Programs		Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0			
1a.	TANF Services Program					
1b.	TANF Services Administration					
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e.	Statutory Domestic Violence Liaison Function (DVL) Program					
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin					
1g.	Case Management Shift from D1				04/12	03/13
2.	TANF Services Non-Recurrent Costs					
3.	TANF Employment Services	0	0			
3a.	TANF Employment Services Program					
3b.	TANF Employment Services Administration					
4.	Additional Non-Residential Domestic Violence	0	0			
4a.	Add'l Non-Res Domestic Violence Program				10/11	09/12
4b.	Add'l Non-Res Domestic Violence Administration				10/11	09/12
5.	Child Welfare Other Than Title XX Transfer		0			
5a.	Child Welfare (EAF or 200%) Program				10/11	09/12
5b.	Child Welfare (EAF or 200%) Administration				10/11	09/12
5c.	EAF JD/PINS and Tuition				10/11	09/12
5d.	EAF Foster Care Tuition				01/12	12/12
5e.	PINS/Prevention/Detention Diversion Services Program				01/12	03/15
5f.	PINS/Prevention/Detention Diversion Services Administration					
5g.	EAF Foster Care Maintenance				01/12	12/12
5h.	EAF Foster Care Administration				10/11	09/12
6.	TANF Assistance and Eligibility Administration					
7.	Title XX Transfer Below 200%		0			
7a.	Child Welfare				10/11	09/12
7b.	AP/DV				10/11	09/12
7c.	Non-AP/DV				10/11	09/12
7d.	Community Optional Preventive Services (COPS)				10/11	09/12
8.	Additional Child Care Transfer		0			
8a.	Additional Child Care Transfer FFY12				10/11	09/12
8b.	Additional Child Care Transfer FFY13				10/12	09/13
9.	State Administered Contracts		0			
<i>Totals</i>		0	0			

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES PLAN SUMMARY

District		Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
11-12 Rollover	0	Plan Approval Date			

Programs		Gross Amounts	TANF Allocation	% of Total Allocation
1.	TANF Services, Drug/Alcohol, & DVL	0	0	0%
2.	TANF Services Non-Recurrent Costs	0	0	0%
3.	TANF Employment Services	0	0	0%
4.	Additional Non-Residential Domestic Violence	0	0	0%
5.	Child Welfare Other Than Title XX Transfer		0	0%
	Child Welfare (EAF or 200%) Program		0	
	Child Welfare (EAF or 200%) Administration		0	
	EAF JD/PINS and Tuition		0	
	EAF Foster Care Tuition		0	
	PINS/Prevention/Detention Diversion Services Program		0	
	PINS/Prevention/Detention Diversion Services Administration		0	
	EAF Foster Care Maintenance		0	
	EAF Foster Care Administration		0	
6.	TANF Assistance and Eligibility Administration	0	0	0%
7.	Title XX Transfer Below 200%		0	0%
	Child Welfare		0	
	AP/DV		0	
	Non-AP/DV		0	
	Community Optional Preventive Services (COPS)		0	
8.	Additional Child Care Transfer		0	0%
9.	State Administered Contracts		0	0%
Subtotal Program Allocation			0	0%
Subtotal Administration Allocation			0	0%
Grand Total			0	0%
Balance to Allocate/Reserve			0	0%

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES PLAN DETAIL

District		Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
11-12 Rollover	0	Plan Approval Date			

Programs		Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0	0%		
1a.	TANF Services Program	0	0			
1b.	TANF Services Administration	0	0			
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program	0	0			
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration	0	0			
1e.	Statutory Domestic Violence Liaison Function (DVL) Program	0	0			
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin	0	0			
1g.	Case Management Shift from D1	0	0		04/12	03/13
2.	TANF Services Non-Recurrent Costs	0	0	0%		
3.	TANF Employment Services	0	0	0%		
3a.	TANF Employment Services Program	0	0			
3b.	TANF Employment Services Administration	0	0			
4.	Additional Non-Residential Domestic Violence	0	0	0%		
4a.	Add'l Non-Res Domestic Violence Program	0	0		10/11	09/12
4b.	Add'l Non-Res Domestic Violence Administration	0	0		10/11	09/12
5.	Child Welfare Other Than Title XX Transfer		0	0%		
5a.	Child Welfare (EAF or 200%) Program		0		10/11	09/12
5b.	Child Welfare (EAF or 200%) Administration		0		10/11	09/12
5c.	EAF JD/PINS and Tuition		0		10/11	09/12
5d.	EAF Foster Care Tuition		0		01/12	12/12
5e.	PINS/Prevention/Detention Diversion Services Program		0		01/12	03/15
5f.	PINS/Prevention/Detention Diversion Services Administration		0			
5g.	EAF Foster Care Maintenance		0		01/12	12/12
5h.	EAF Foster Care Administration		0		10/11	09/12
6.	TANF Assistance and Eligibility Administration	0	0	0%		

7.	Title XX Transfer Below 200%		0	0%		
7a.	Child Welfare		0		10/11	09/12
7b.	AP/DV		0		10/11	09/12
7c.	Non-AP/DV		0		10/11	09/12
7d.	Community Optional Preventive Services (COPS)		0		10/11	09/12
8.	Additional Child Care Transfer		0	0%		
8a.	Additional Child Care Transfer FFY12		0		10/11	09/12
8b.	Additional Child Care Transfer FFY13		0		10/12	09/13
9.	State Administered Contracts		0	0%		
	<i>Totals</i>	0	0	0%		

Subtotal Program Allocation		0	0%		
Subtotal Administration Allocation		0	0%		
Grand Total		0	0%		

Balance to Allocate/Reserve		0	0%		
------------------------------------	--	----------	-----------	--	--

Calculation of Administration Percentages						
TANF Administration		0	0%			
Child Welfare Administration		0	0%			
EAF Foster Care Administration		0	0%			
Administration Totals (25% of cap)		0	0%			

Calculation of Amounts Toward Child Welfare Threshold						
Child Welfare (EAF or 200%) Program		0	0%			
Child Welfare (EAF or 200%) Administration		0	0%			
Title XX Below 200% Child Welfare		0	0%			
Allowable Community Optional Preventive Services (COPS)		0	0%			
Child Welfare Threshold Total		0	0%			

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST

District		Submission Date		Total Allocation	
FFFS Allocation		Submission Type		Balance to Allocate	
11-12 Rollover		Plan Approval Date			

9.	State Administered Contracts				
	Program	Provider	TANF Allocation	Start Date	End Date
9a.					
9b.					
9c.					
9d.					
9e.					
9f.					
9g.					
9h.					

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that _____ County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

As a result, I authorize OTDA to set aside a total of _____ from my County/District's FFFS Allocation for State Fiscal Year 2012-2013.

Should any of these contracts or programs not be able to be continued or the funding authorized in this letter in whole or in part not be utilized, OTDA will so advise me so that my County/District may redirect the remaining funds to other authorized uses.

Commissioner

Date

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES CERTIFICATION

The Local District Commissioner of _____ hereby submits its Flexible Fund for Family Services (FFFS) Plan, and certifies that funds will be used in a manner consistent with federal and State law and regulations, and for a purpose permitted under 42 U.S.C. §601 or §604 and consistent with the ADM for the 2012-13 FFFS.

Funds will be used to provide services only to recipients of public assistance whose current case includes a child under the age of 18 or under the age of 19 if the child is attending secondary school or to eligible individuals and families whose incomes do not exceed 200 percent of the federal poverty level, except as specifically noted in the ADM for the 2012-13 FFFS.

No funds shall be used to provide assistance as that term is defined in the federal regulations for the Temporary Assistance for Needy Family block grant program, except as specifically authorized in the ADM for the 2012-13 FFFS.

It is further certified that although my social services district has flexibility in determining which program it wishes to use its FFFS Allocation in accordance with its FFFS plan, the social services district still is required to provide all services mandated by State Social Services Law.

Submission of this FFFS plan electronically certifies that the district has read and accepts the terms of this certification.

Commissioner

Date

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

Project Details for TANF Services, Non-Recurrent and TANF Employment

District		Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
11-12 Rollover	0	Plan Approval Date			
COLUMN A Project/Program Name	COLUMN B Project Type	COLUMN C FFFS SFY 12-13 Allocation Distribution	COLUMN D SFY 12-13 Project Budget (4/1/12- 3/31/13)		
TANF Services					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Line 1 - 20 Sum of TANF Services		0		0	
TANF Services Non-Recurrent Costs					
1.					
2.					
3.					
4.					
5.					
Line 1 - 5 Sum of TANF Services Non-Recurrent Costs		0		0	
TANF Employment Services					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
Line 1 - 23 Sum of TANF Employment Services		0		0	

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Introduction

A file application was developed in Microsoft Excel[®] that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file is macro driven to check errors in the data entry of program information, to permit navigation between various pages and reports of the application package, and to automatically transfer plan data from a single source to different plan reports. This increases the efficiency of the plan process, eliminates the need for repetitive data entry, and reduces the potential for error.

As mentioned above, the plan application is macro driven. With the exception of the Main Menu, the macro buttons are located in the upper left or upper right hand corner of each screen. If the buttons are not visible, scroll to the left or right of the screen to locate the buttons.

The plan application contains several edits throughout the file which assist in ensuring the information entered is correct. These edits appear as pop up dialog boxes if any of the information entered does not comply with FFFS requirements. To review a list of errors that may be encountered and resolution of these errors, reference the section labeled **Error Messages and Troubleshooting** which can be found at the end of this document.

The macros are most efficient if the plan is completed as indicated in these instructions. To avoid errors that will invalidate the macros, please adhere to the following:

- **DO NOT copy and paste cells.**
- **DO NOT cut and paste cells.**
- **DO NOT insert rows.**
- **DO NOT delete rows.**

Prior to saving the plan application, RETURN TO THE MAIN MENU. This will ensure the Main Menu is displayed the next time the file is opened.

Getting Started

During the FFFS 2012 – 2013 plan year, submission, revisions and corrections to the application file will be made in SharePoint. Please refer to the separate SharePoint instructions ([Shared Documents](#)) on how to open, access, edit, save or submit the plan application.

The plan application was developed using Microsoft Office 2003. If using Microsoft Office 2007 or Microsoft Office 2010, all functionality remains the same, with the exception of how to set the macro security level.

- 1) For users of Microsoft Office 2003 –

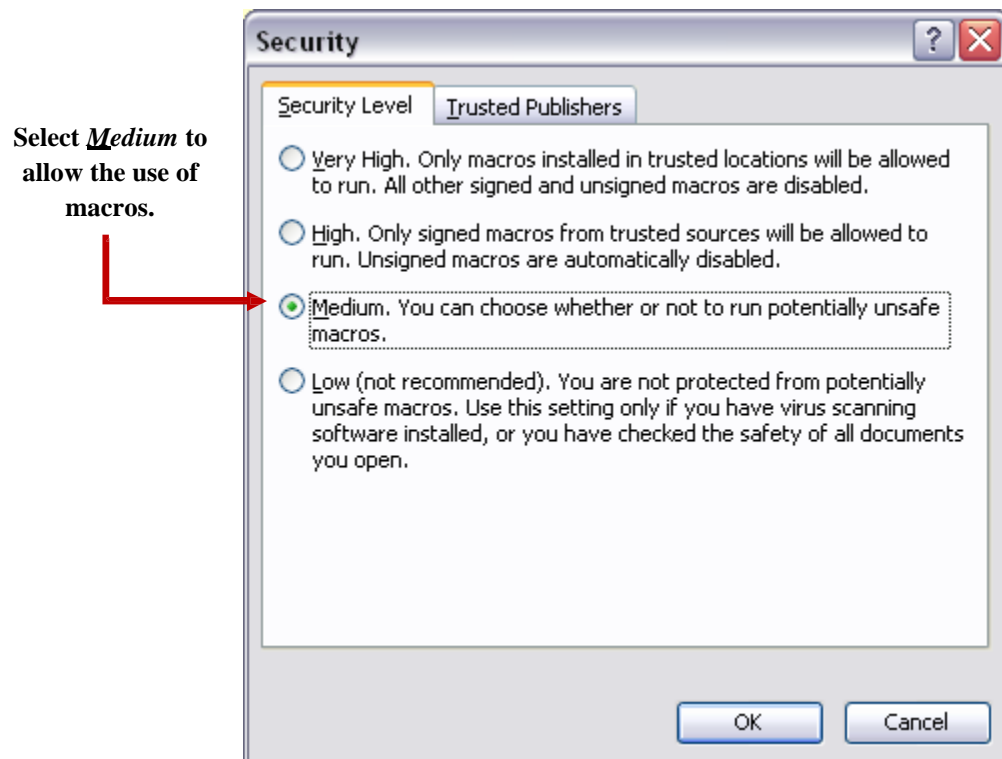
**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- a) If the following error message or a similar message regarding macro security is displayed, the macro security level needs to be adjusted. Click 'OK' to continue.



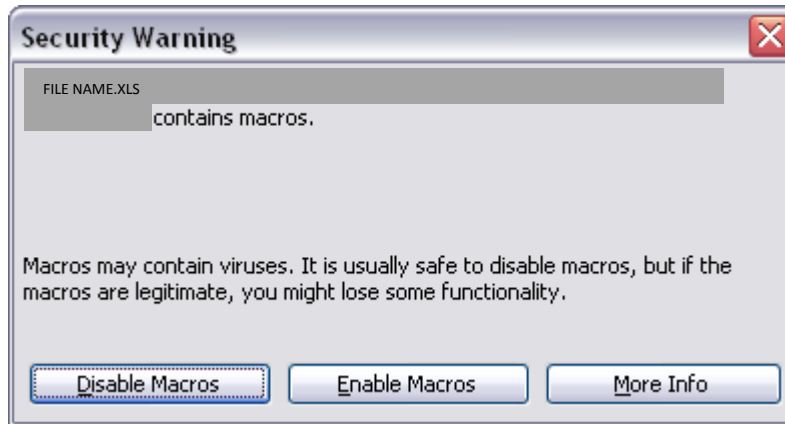
- Note: If a security dialog box is not displayed, the security level is likely set to Low. This is acceptable and the macros will function correctly.

- b) From the Main Toolbar in Excel, click Tools → Macro → Security. The following dialog box will be displayed.



- c) Choose the Medium button as indicated above and click 'OK'. Exit Excel to save the update security settings and reopen the plan application. The following security warning will be displayed.

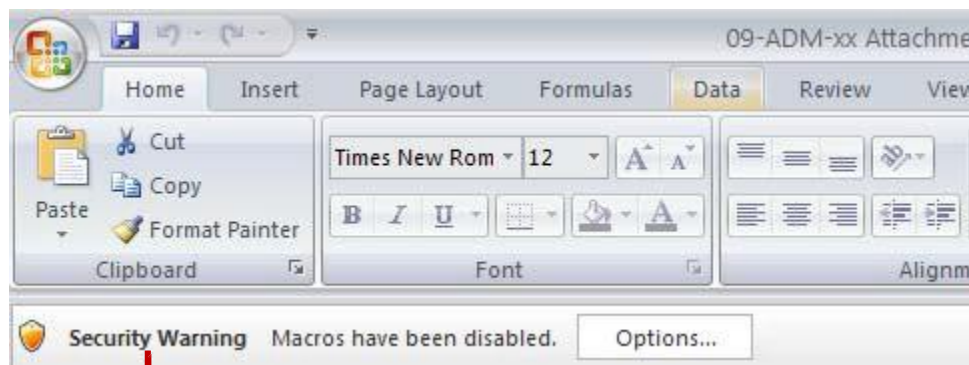
**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**



d) Click 'Enable Macros' and the Flexible Fund for Family Services Plan Main Menu will be displayed.

2) For users of Microsoft Office 2007 –

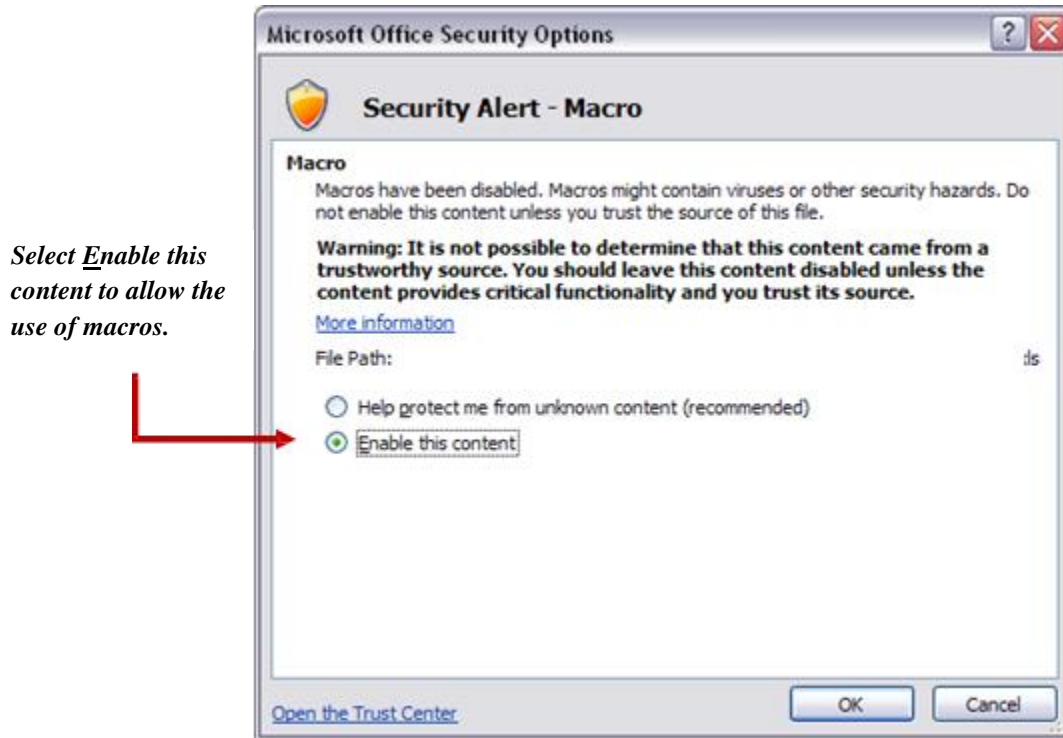
a) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon (the new Office 2007 toolbar), the following security warning is displayed.



→ *Security warning in Excel 2007*

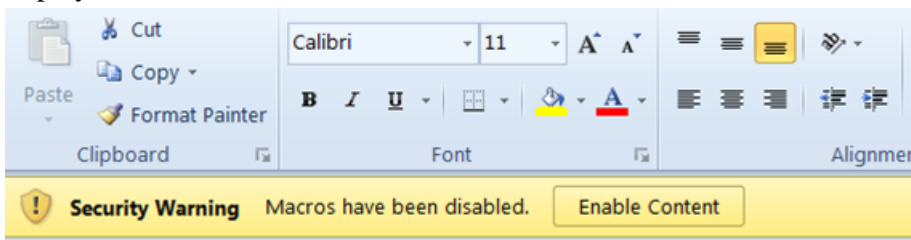
b) Click 'Options' and the Microsoft Office Security Options dialog box will be displayed. Choose the 'Enable this content' button to enable the macros.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**



3) For users of Microsoft Office 2010-

- a) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon, the following security warning is displayed.



- b) Click 'Enable Content'.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Instructions

The Flexible Fund for Family Services Plan for 2012-2013 has a light gray background on its pages, as seen in the Main Menu below.

FFFS SharePoint link: <http://sharepoint.otda.state.nvnet/applications/FFFS/Shared%20Documents>

Note that you may be prompted to login to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen/' before your user name during login.

ATTACHMENT 2

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver050312)

- Note: A link to the instructions on how to use the FFFS 2012-2013 Plan Application has been included on the Main Menu. Click on the hyperlink to open the instructions.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Entering the District Information

- 1) From the Main Menu, click the button labeled “District Information”. The District Information Data Page is displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate between the fields that are required. The District Information Data Page can be printed by clicking the button labeled “Print This Page” in the upper left hand corner.

Return to Main Menu	Print This Page	FLEXIBLE FUND for FAMILY SERVICES		Reset Submission Information
FFFS Plan				
State Fiscal Year 2012-2013				
DISTRICT INFORMATION DATA PAGE				
District	Pearl	Total Allocation	\$5,039,651	
FFFS Allocation	\$5,000,000	Balance to Allocate	\$5,039,651	
11-12 Rollover	\$39,651	Plan Approval Date		
Submission Date				
Submission Type				
Contact Name				
Contact Phone		Ext		
Contact E-mail				
Commissioner				
Commiss. E-mail				

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- 2) The following information must be entered prior to submitting the plan application for approval:
- a) Submission Date – enter the date the plan application will be submitted for approval. If the plan is being resubmitted because it was returned and the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being submitted. **It is very important to ensure that with each Plan submission, the submission date be updated.**

NOTE: The Submission Date also serves as the Commissioner’s signature date on the Plan Certification and, if applicable, the Revenue Intercept Authorization.

- b) Submission Type – select the type of plan being submitted. The selections are as follows:
- Funding & Dates: used for all original plans and for revised plans amending both allocations and program periods on the Program Allocations & Dates Page.
 - Dates only: for revised plans changing only program periods on the Program Allocations & Dates Page
 - Funding only: for revised plans amending only allocations on the Program Allocations & Dates Page
 - Project Details only: for revised plans amending only the Project Details for TANF Services, Non-Recurrent and TANF Employment Page

NEW
SUBMISSION
TYPE FOR
PLAN YEAR
2012-2013

NOTE: To update fields described in c) through g), please contact Edward Conway at Edward.Conway@otda.ny.gov or Chris Insull at Christine.Insull@otda.ny.gov.

- c) Contact Name – the name of the district’s FFFS contact person.
- d) Contact Phone and Extension – the phone number of the FFFS contact as 10 digits, without dashes, spaces or parenthesis. Enter an extension, if applicable.
- e) Contact E-mail – the e-mail address of the FFFS contact
- f) Commissioner Name – the local district’s Commissioner’s name. Entering the Commissioner’s name will also serve as the Commissioner’s signature in agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA.
- g) Commis. E-mail – the email address of the Commissioner
- 3) Once all required information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is missing, a pop up box will be displayed indicating information is incomplete. Click on the appropriate field on the District Information Data Page to complete the district information or to continue to the Main Menu.
- 4) For subsequent amendments to the plan, it is necessary to click the button labeled “Reset Submission Information” in the upper right hand corner of the District Information Data Page. This will delete the Submission Date and Type and reset information not seen by the user.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Entering Program Allocations and Program Periods

- 1) From the Main Menu, click the button labeled “Program Allocations & Dates”. The following pop up box will be displayed.



Beginning with the 2008-09 FFFS plan, districts were required to enter program information into TRACS 2 for any funding allocated for certain FFFS programs. Without the required program information in TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services, district plans will not be approved. See the FFFS 12-13 ADM for details regarding program plan requirements.

- 2) After clicking OK in the TRACS 2 Program Information pop up box, the TANF Allocation Plan Data Page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. The TANF Allocation Plan Data Page can be printed by clicking the macro button labeled “Print This Page” in the upper left hand corner. Remember, to avoid errors that will invalidate the macros, please adhere to the following:

- **DO NOT copy and paste cells**
- **DO NOT cut and paste cells**
- **DO NOT insert rows**
- **DO NOT delete rows**

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Return to Main Menu	Print This Page	FLEXIBLE FUND for FAMILY SERVICES				Clear Gross Amount	Clear TANF Amount	Clear Program Dates
FFFS Plan								
State Fiscal Year 2012-2013								
TANF ALLOCATION PLAN DATA PAGE								
District	Pearl	Submission Date		Total Allocation	5,039,651			
FFFS Allocation	5,000,000	Submission Type		Balance to Allocate	5,039,651			
11-12 Rollover	39,651	Plan Approval Date						

	Programs	Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
1.	TANF Services, Drug/Alcohol, & DVL	0	0	0%		
1a.	TANF Services Program					
1b.	TANF Services Administration					
1c.	Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d.	Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e.	Statutory Domestic Violence Liaison Function (DVL) Program					
1f.	Statutory Domestic Violence Liaison Function (DVL) Admin					
1g.	Case Management Shift from D1				04/12	03/13
2.	TANF Services Non-Recurrent Costs			0%		
3.	TANF Employment Services	0	0	0%		
3a.	TANF Employment Services Program					
3b.	TANF Employment Services Administration					
4.	Additional Non-Residential Domestic Violence	0	0	0%		
4a.	Add'l Non-Res Domestic Violence Program				10/11	09/12
4b.	Add'l Non-Res Domestic Violence Administration				10/11	09/12
5.	Child Welfare Other Than Title XX Transfer	0	0	0%		
5a.	Child Welfare (EAF or 200%) Program				10/11	09/12
5b.	Child Welfare (EAF or 200%) Administration				10/11	09/12
5c.	EAF JD/PINS and Tuition				10/11	09/12
5d.	EAF Foster Care Tuition				01/12	12/12
5e.	PINS/Prevention/Detention Diversion Services Program					
5f.	PINS/Prevention/Detention Diversion Services Administration					
5g.	EAF Foster Care Maintenance				01/12	12/12
5h.	EAF Foster Care Administration				10/11	09/12
6.	TANF Assistance and Eligibility Administration			0%		

- 3) Enter the gross amounts first, followed by the TANF allocation amounts, for the programs to be funded through FFFS. The allocations should be considered in the order most appropriate to district circumstances. The Balance to Allocate will be displayed in the upper section of the page.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- Note: If funds are to be directed to state administered contracts or programs, the information must be entered on the State Administered Contracts List. The total amount to be set aside for these contracts or projects will be added to the TANF Allocation Plan Data Page and subsequent pages once the list is complete.
- 4) Enter the program start dates, followed by the end dates, for the programs to be funded through FFFS. The dates must be entered as MM/DD/YY, but will be displayed as MM/YY. Additional guidance for allowable program dates can be found in the desk reference attachment of this year's FFFS ADM.
 - 5) Once all relevant information has been entered, click the button labeled "Return to Main Menu" to continue. If any relevant information is incomplete, a pop up box will be displayed, indicating information is missing. Click the appropriate button in the dialog box to complete the plan information or to return to the Main Menu. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

Entering the State Administered Contract List and Completing the Revenue Intercept Authorization

- Note: These sections need to be completed only if funds are allocated for contracts or projects that are administered on the state level.
- 1) From the Main Menu, click the button labeled "State Administered Contract List." The State Administered Contract List page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. To print the contract listing, return to the Main Menu and click the macro button labeled "State Administered Contract List" under the *Print Reports* section.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Return to
Main Menu

Reset
Contracts
Data

FLEXIBLE FUND for FAMILY SERVICES

FFFS Plan

State Fiscal Year 2012-2013

FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST

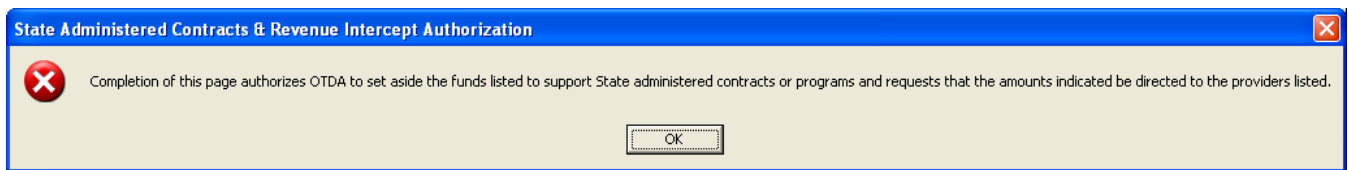
District	Pearl	Submission Date		Total Allocation	5,039,651
FFFS Allocation	5,000,000	Submission Type		Balance to Allocate	5,039,651
11-12 Rollover	39,651	Plan Approval Date			

9.	State Administered Contracts				
	Program	Provider	TANF Allocation	Start Date	End Date
9a.					
9b.					
9c.					
9d.					
9e.					
9f.					
9g.					
9h.					

- 2) The following information must be entered for the funding to be set aside for the state contracts or projects.
 - a) Program – enter the contract or program that is to be funded. See the current year’s FFFS ADM for a list of state operated programs and contracts administered through OTDA and OCFS that are eligible to receive FFFS funding.
 - b) Provider – enter the provider that is to receive FFFS funding.
 - c) TANF Allocation – enter the amount of FFFS funding that is to be set aside for the contract.
 - d) Start and End dates – enter the start and end dates of the contract period in the format of MM/DD/YY.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. A dialog box will be displayed as a reminder to complete the Revenue Intercept Authorization. If this Authorization is not completed, the district plan will not be approved. Click the appropriate button in the pop up box to complete the Revenue Intercept Authorization or to continue to the Main Menu.
- 4) If funds from the FFFS allocation are to be directed to administer State contracts or projects, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled “Revenue Intercept Authorization”. The following dialog box is displayed to highlight the terms of the Revenue Intercept Authorization.



- 5) Click ‘OK’ to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled “Agree” at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. If the district does not agree with the Authorization, click the “Disagree” button; this will remove any information previously entered on the Revenue Intercept Authorization. However, clicking “Disagree” will not delete any data entered on the State Administered Contract List. If districts decide not to allocate funds to State administered contracts, any information entered must be removed from the State Administered Contracts List page.
- 6) Once finished, click the button labeled “Return to Main Menu” to continue. To print the Authorization, click the button labeled “Revenue Intercept Authorization” under the *Print Reports* section on the Main Menu.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

**Return to
Main
Menu**

Click AGREE to complete the Revenue Intercept Authorization	AGREE
Click DISAGREE to remove information from the Authorization	DISAGREE

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that _____ County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

As a result, I authorize OTDA to set aside a total of _____ from my County/District's FFFS Allocation for State Fiscal Year 2012-2013.

Should any of these contracts or programs not be able to be continued or the funding authorized in this letter in whole or in part not be utilized, OTDA will so advise me so that my County/District may redirect the remaining funds to other authorized uses.

Commissioner

Date

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Entering the Project Details for TANF Services, Non-Recurrent and TANF Employment

Districts that allocate FFFS funds from either their SFY 2011-12 or SFY 2012-13 funding to Services projects (FFFS Plan Detail screen Lines 1a. and/or 1b.), Non –Recurrent costs (Line 2) and/or to Employment programs (FFFS Plan Detail screen Line 3a. and/or 3b.) must use TRACS 2 to provide program and budget information on each project. In addition, districts must enter the corresponding project details in the FFFS Plan template on the page called ‘Project Details for TANF Services, Non-Recurrent & TANF Employment’. The button to access this page can be found on the Main Menu under the Create Reports Section (see below).

FFFS SharePoint link: <http://sharepoint.otda.state.ny.net/applications/FFFS/Shared%20Documents>

Note that you may be prompted to login to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen' before your user name during login.

ATTACHMENT 2

**FLEXIBLE FUND for FAMILY SERVICES
FFFS Plan
State Fiscal Year 2012-2013**

MAIN MENU

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations & Dates	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap & CW Threshold	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

(ver050312)

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Return to Main Menu	Print This Page	FLEXIBLE FUND for FAMILY SERVICES			
		FFFS Plan			
		State Fiscal Year 2012-2013			
Project Details for TANF Services, Non-Recurrent and TANF Employment					
District	Pearl	Submission Date		Total Allocation	5,039,651
FFFS Allocation	5,000,000	Submission Type		Balance to Allocate	5,039,651
11-12 Rollover	39,651	Plan Approval Date			

COLUMN A Project/Program Name	COLUMN B Project Type	COLUMN C FFFS SFY 12-13 Allocation Distribution	COLUMN D SFY 12-13 Project Budget (4/1/12- 3/31/13)
TANF Services			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Line 1 - 20 Sum of TANF Services		0	0

- 1) **COLUMN A, Project/Program Name** - Enter the Project Name as it will be entered in the TRACS 2 2012 Plan. Column A should include:
 - a. All projects being funded by FFFS 2012-2013 funds, regardless of the start/end dates entered on the FFFS SFY 2012-2013 Plan
 - b. All projects being operated during the FFFS SFY 2012-2013 (April 1, 2012 – March 31,

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

2013) that are funded with FFFS dollars, regardless of which year's FFFS allocation is being used to support the project.

- 2) **COLUMN B, Project Type** - From the drop down list provided, select the appropriate project type for the project listed in COLUMN A. For TANF Services Non-Recurrent Costs, the project type will auto-fill with 'Non-Temp. Assistance Emergency/Diversion'.

- 3) **COLUMN C, FFFS SFY 12-13 Allocation Distributions** - Enter your FFFS 2012- 2013 Plan 8 allocations for each program listed in COLUMN A. This should include a breakdown of how the SFY 2012-2013 FFFS allocation is being used to support each project listed, regardless of the start/end dates on the SFY 2012-2013 FFFS Plan Detail Page. If no SFY 2012-2013 dollars are being used to support the project; a ZERO should be entered in Column C.
 - a. For TANF Services, the Sum of Lines 1 – 20 should equal the total of Line 1a "TANF Services Program" and Line 1b "TANF Services Administration" on the TANF Allocation Plan Data Page.
 - b. For TANF Services Non-Recurrent Costs, the Sum of Lines 1 – 5 should equal Line 2 "TANF Services Non-Recurrent Costs" on the TANF Allocation Plan Data page.
 - c. For TANF Employment Services, the Sum of Lines 1 – 23 should equal Line 3 "TANF Employment Services" on the TANF Allocation Plan Data page.
 - d. Any differences will result in an error message. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

- 4) **COLUMN D, SFY 12 -13 Project Budget (4/1/12 – 3/31/13)** - Enter the FFFS funds to be used to support the project for the state fiscal year time period (4/1/12 - 3/31/13), including previous year/current year FFFS funding, if applicable. This figure should match what is entered in the TRACS 2 data field called 'SFY 12-13 Project Budget'.

Viewing the Summary and Detail Plan Reports and the Plan Certification

- 1) From the Main Menu, click the button corresponding to the report to be displayed under the *View Reports* section. Please note that any changes to allocations or program dates cannot be made on these pages. The reports that can be viewed contain the following information:
 - Flexible Fund Plan Summary: this report rolls up allocations for program and administration amounts into one total.
 - Flexible Fund Plan Detail: this report maintains separate totals for program and administration amounts and lists program dates. This report also computes the administration percentages and the

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Child Welfare Threshold. The Plan Detail report is the only location in the plan application where these figures are calculated and displayed.

- Flexible Fund Plan Certification: This Certification provides the terms of the FFFS allocation and indicates the district’s agreement to these terms. DO NOT sign and mail or fax the Certification to OTDA. Completion of the document electronically is sufficient.

2) Once the review is complete, click the “Return to Main Menu” button to continue.

Printing the Plan Reports

On the Main Menu, under the *Print Reports* section, there are six options available to print the FFFS reports and documents. Each report can be printed separately, by clicking the appropriate macro button, or all reports can be printed together, by clicking the button labeled “Print All Plan Reports”. It is not necessary to change the print settings as they have been incorporated into the print macros and saved in the plan application. It is also not necessary to print any reports and mail them to OTDA.

Submitting the Completed Plan

Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be submitted through SharePoint for review and approval by OTDA and OCFS. It is NOT necessary to print, sign, mail or fax any FFFS reports generated from the plan application to OTDA. Completion of the plan application electronically is sufficient.

Resetting and Preparing the Plan Application for Amendments

- 1) When a plan amendment is to be submitted, click the button labeled “District Information” from the Main Menu. Once the District Information Data Page is displayed, click the button labeled “Reset submission information” in the upper right hand corner. This will delete the submission date and type from the amendment. This step must be completed as it resets other data not seen by the user.
- 2) Once the information has been cleared from the District Information Page, begin the plan amendment by entering the Submission Date and Submission Type.
- 3) On the TANF Allocation Plan Data page, there are options for clearing certain information from a completed plan. These functions can be used when preparing subsequent amendments to the FFFS plan. It is not necessary to use these macros to delete information, but they may be helpful if several programmed amounts or dates are to be changed.
 - a) Clear Gross Amounts – this button will delete all gross amounts entered on the Plan Data page.

Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions

- b) Clear TANF Amounts – this button will clear all allocations entered under the TANF column on the Plan Data page.
 - c) Clear Program Dates – this button will delete all program start and end dates.
- 4) After any of these macro buttons are clicked, a confirmation box will be displayed. If the information is to be cleared, proceed by clicking “Yes”. If the information is to be retained, click “No”. Note that once “Yes” is clicked, the function cannot be reversed and the information cannot be recovered.
- 5) If any amendments are to be made to the funding for State administered contracts or programs, the changes must be entered on the State Administered Contract List. If all funding is to be pulled from State administered contracts, click the button labeled “Reset Contracts Data” and all information will be cleared from the contracts list. The Revenue Intercept Authorization must also be updated; click “Agree” to update the Authorization.
- 6) If any changes are to be made to the funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), appropriate changes must be made to the program information in TRACS 2.
- 7) If any changes are to be made to funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), corresponding changes must be made to the Project Details for TANF Services, Non-Recurrent and TANF Employment page. Please note that the project details included with the initial approved plan will remain listed. Only changes need to be made.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Messages and Troubleshooting

The following table contains a list of errors that may be encountered when preparing the plan application for the FFFS. The resolution listed will assist in correcting the error.

Error Message	Resolution
The cell you are trying to change is protected and therefore read-only.	Information is being entered in a cell that is protected. Enter the necessary plan information in white fields only. To maintain the integrity of the macros, protection cannot be removed from the FFFS plan application.
District information must be completed before the plan is submitted for approval. The plan will not be reviewed if any data is missing or incomplete. See the instructions for the required information. Do you want to enter the district information now?	A required data element regarding the district or FFFS allocation has not been entered. Ensure the following information is entered: district, submission date, submission type, contact information, Commissioner name and Commissioner email address.
The amount of TANF funds allocated cannot exceed the Gross amount of funds entered for the program. Additionally, the gross amounts must be entered before entering the TANF allocations.	The gross amount of the program was not entered or the TANF funds entered are greater than the gross amount. Enter the gross amount prior to entering the TANF allocation or reduce the amount of the TANF allocation.
Funding for [program name] must be programmed between [Start Date] and [End Date].	The start date for the program is earlier than the permitted start date. Refer to the FFFS Desk Reference Guide for the allowable program periods.
One of the following errors has occurred: (1) the end date can't be entered before the start date; (2) the end date can't be prior to the start date; or (3) the end date can't be after the TANF cutoff date of 03/31/15.	The end date was entered without a start date, it was entered as an earlier date than the start date, or it was entered as a later date than the cutoff date for TANF funding. Check the start and end dates, correctly enter the dates in the format of MM/DD/YY, and use the Enter or Tab keys to enter the dates in the fields (do not use the mouse to move the cursor to another field).

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Message	Resolution
The funds programmed under TANF exceed the total FFFS allocation approved, resulting in an over allocation of [amount indicated]. Do you want to correct this error now?	Funds totaling an amount greater than the approved FFFS allocation have been programmed. A negative balance to allocate cannot be submitted for review. Review all allocations entered and reduce as needed.
The funds programmed under TANF do not equal the total FFFS allocation approved, resulting in a balance to allocate of [amount indicated]. Do you want to allocate these funds now?	A variance exists between the total allocation entered and the amount of funding programmed. It is not necessary to correct this if the district elects to have funds in reserve.
Gross Amount must be numeric and cannot be less than the TANF Allocation.	When entering the Gross Amounts, the field will only accept numerical characters. Please check your entry, and reenter numbers only. If you are preparing a plan revision, and you are adjusting the Gross Amounts down, you must first reduce the TANF Allocation to be less than the Gross Amount, then you may change the Gross Amount.
Please note that a TANF allocation has been entered without a Start Date or End Date. Do you want to correct this now?	An allocation has been entered without entering a corresponding start or end date. Enter the missing start or end date.
The number of program start dates does not equal the number of program end dates. Do you want to correct this now?	A program with an allocation is missing a start date or one with a start dates is missing an end date. Review programs with allocations to ensure all have a valid period with a start and an end date.

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Message	Resolution
<p>Child Welfare values are less than the Child Welfare Threshold total of [amount indicated]. Do you want to correct this now?</p>	<p>Child Welfare values are calculated as follows:</p> <p style="margin-left: 40px;">5a. Child Welfare (EAF and 200%) Program 5b. Child Welfare (EAF or 200%) Administration 7a. Title XX Child Welfare + 7d. Title XX COPS* ----- Total Child Welfare values</p> <p>*Districts may only apply Title XX Under 200% COPS FFFS expenditures up to the amount dedicated in the Title XX Under 200% COPS for SFY 2010-11 as of March 31, 2011.</p> <p>Please correct these program allocations to equal or exceed the Child Welfare Threshold total amount indicated.</p>
<p>The TANF Administration percentage is greater than 25%. Do you want to correct this now?</p>	<p>Reduce TANF Administration lines to be less than 25% of the total allocation. TANF Administration lines include the following:</p> <ul style="list-style-type: none"> • 1b. TANF Services Administration • 1d. Drug/Alcohol (Statutory D/ A Assess/Monitor) Administration • 1f. Statutory Domestic Violence Liaison Function (DVL) Admin • 3b. TANF Employment Services Administration • 4b. Add'l Non-Res Domestic Violence Administration • 5b. Child Welfare (EAF or 200%) Administration • 5f. PINS/Prevention/Detention Diversion Services Administration • 5h. EAF Foster Care Administration • 6. TANF Assistance and Eligibility Administration

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Error Message	Resolution
<p>Please see the FFFS 12-13 ADM for the requirements on entering program information into the Project Details for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services. District Plans will not be approved without this information. Do you want to correct this now?</p>	<p>Entry is required on the Project Details for TANF Services, Non-Recurrent & TANF Employment Page (Project Details Page). The corresponding entries in the Project Details Page should be in agreement as follows:</p> <p style="text-align: right;">Project Details Page COLUMN C FFFS SFY 12 -13</p> <p><u>TANF Allocation Data Page</u> <u>Allocation Distribution</u> Line 1a TANF Services Prgm = Line 1-20 SUM of + Line 1b TANF Services Adm TANF Services</p> <p>Line 2 TANF Services = Line 1-5 SUM of Non-Recurrent Costs TANF Services Non-Recurrent Costs</p> <p>Line 3 TANF Employment = Line 1- 23 SUM of Services TANF Employment Services</p>
<p>Please note that the TANF Services (Line 1a. TANF Services Program plus 1b. TANF Services Administration) does not equal the Sum of TANF Services on the Project Details for TANF Services. Do you want to correct this now?</p>	<p>Line 1a TANF Services Program plus Line 1b TANF Services Administration on the TANF Allocation Plan Data Page must equal Line 1 – 20 SUM of TANF Services on the Project Details Page.</p>
<p>Please note that the TANF Non-Recurrent costs (Line 2) does not equal the Sum of TANF Non-Recurrent Costs on the Project Details for TANF Non-Recurrent Costs. Do you want to correct this now?</p>	<p>Line 2 TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page must equal Line 1 – 5 SUM of TANF Services Non-Recurrent Costs on the Project Details Page.</p>
<p>Please note that the TANF Employment Services (Line 3) does not equal the Sum of TANF Employment Services on the Project Details for TANF Employment Services. Do you want to correct this now?</p>	<p>Line 3 TANF Employment Services on the TANF Allocation Plan Data Page must equal Line 1 – 23 Sum of TANF Employment Services on the Project Details Page.</p>

**Flexible Fund for Family Services – FFFS
TANF Allocation Plan for State Fiscal Year 2012-2013
FFFS Plan Application Instructions**

Project Details for TANF Services, Non-Recurrent & TANF Employment Page Error Messages	Resolution
Please note that a TANF Services project has been entered without corresponding project type. Do you want correct this now?	A Project/Program Name has been entered in Column A, but the corresponding project type has not been selected from the drop down list in Column B.
Please note that you have entered project details for TANF Services, TANF Services Non-Recurrent and/or TANF Employment Services. Corresponding entry is required on the TANF Allocation Data Page. Do you want to correct this now?	<p>Entry is required on the TANF Allocation Data Page for TANF Service, TANF Services Non-Recurrent and/or TANF Employment Services. The corresponding entries should be in agreement as follows:</p> <p>Project Details Page COLUMN C FFFS SFY 12 -13</p> <p><u>Allocation Distribution</u> <u>TANF Allocation Data Page</u></p> <p>Line 1-20 SUM of = Line 1a TANF Services Prgm TANF Services +Line 1b TANF Services Adm</p> <p>Line 1-5 SUM = Line 2 TANF Services of TANF Services Non-Recurrent Costs Non-Recurrent Costs</p> <p>Line 1- 23 SUM = Line 3 TANF Employment of TANF Employment Services Services</p>
Please note that the Sum of TANF Services does not equal the total of Line 1a. TANF Services Program and 1b. TANF Services Administration on the TANF Allocation Plan Data Page. Do you want to correct this now?	Verify Line 1 – 20 SUM of TANF Services on the Project Details Page equals Line 1a TANF Services Program plus Line 1b TANF Services Administration on the TANF Allocation Plan Data Page.
Please note that the Sum of TANF Services Non-Recurrent Costs does not equal the total of Line 2. TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page. Do you want to correct this now?	Verify Line 1 – 5 SUM of TANF Services Non-Recurrent Costs on the Project Details Page equals Line 2 TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page.
Please note that the Sum of TANF Employment Services does not equal the total of Line 3. TANF Employment Services on the TANF Allocation Plan Data Page. Do you want to correct this now?	Verify Line 1 – 23 Sum of TANF Employment Services on the Project Details Page equals Line 3 TANF Employment Services on the TANF Allocation Plan Data Page.

2012-13 Child Welfare Thresholds for FFFS Allocations

DISTRICT	THRESHOLD	DISTRICT	THRESHOLD
Albany	\$4,829,483	Oneida	\$ 4,221,230
Allegany	1,491,665	Onondaga	8,229,377
Broome	3,227,501	Ontario	1,098,610
Cattaraugus	1,290,165	Orange	5,119,130
Cayuga	1,295,707	Orleans	768,248
Chautauqua	2,323,472	Oswego	2,088,042
Chemung	1,348,643	Otsego	882,305
Chenango	777,858	Putnam	814,741
Clinton	1,756,747	Rensselaer	1,502,219
Columbia	1,008,478	Rockland	4,126,192
Cortland	1,091,984	St. Lawrence	2,113,213
Delaware	1,014,669	Saratoga	1,528,580
Dutchess	2,430,186	Schenectady	3,042,665
Erie	15,033,020	Schoharie	868,979
Essex	772,344	Schuyler	482,877
Franklin	821,244	Seneca	741,901
Fulton	633,362	Steuben	1,638,439
Genesee	787,612	Suffolk	13,397,368
Greene	624,189	Sullivan	1,179,907
Hamilton	29,972	Tioga	601,453
Herkimer	621,457	Tompkins	1,876,992
Jefferson	3,775,646	Ulster	3,240,782
Lewis	546,242	Warren	577,412
Livingston	1,322,553	Washington	706,679
Madison	743,393	Wayne	856,577
Monroe	10,232,333	Westchester	13,983,651
Montgomery	699,686	Wyoming	419,062
Nassau	8,462,294	Yates	308,828
Niagara	3,279,868	New York City	193,635,109
		New York State	\$342,322,341

FLEXIBLE FUND for FAMILY SERVICES
Desk Reference Guide
State Fiscal Year 2012-2013

Programs		Start Date	End Date	Claiming Method	RF-17 Label	Submit Claims by	Revisions Due
1.	TANF Services, Drug/Alcohol & DVL	Oct 2011	Mar 2015	RF-17	FFFS 2012 Plan 8	03/31/15*	03/31/15*
1g.**	Case Management Shift from D1	Apr 2012**	Mar 2013**	ACS RF2A Schedule D-1 Section 4 Column 7		05/1/2013**	03/31/15*
2.	TANF Services Non-Recurrent Costs	Oct 2011	Mar 2015	RF-17	Non-Recurrent FFFS 12	03/31/15*	03/31/15*
3.	TANF Employment Services	Jan 2012	Mar 2015	RF2A		03/31/15*	03/31/15*
4.	Additional Non-Residential Domestic Violence	Oct 2011	Sep 2012	RF-17	Non Res DV FFFS 12	03/31/13	03/31/13
5. Child Welfare Other Than Title XX Transfer							
5a.	Child Welfare (EAF or 200%) Program	Oct 2011	Sep 2012	RF2***		03/31/13	03/31/13
5b.	Child Welfare (EAF or 200%) Administration	Oct 2011	Sep 2012	RF2A		03/31/13	03/31/13
5c.	EAF JD/PINS and Tuition	Oct 2011	Sep 2012	RF2		03/31/13	03/31/13
5d.	EAF Foster Care Tuition	Jan 2012	Dec 2012	RF2		03/31/13	03/31/13
5e/f.	PINS/Prevention/Detention Diversion Services	Oct 2011	Mar 2015	RF-17	Det Prev FFFS 12	03/31/15*	03/31/15*
5g.	EAF Foster Care Maintenance	Jan 2012	Dec 2012	RF2/RF2A		03/31/13	03/31/13
5h.	EAF Foster Care Administration	Oct 2011	Sep 2012	RF2A		03/31/13	03/31/13
6.	TANF Assistance and Eligibility Administration	Jan 2012	Mar 2015	RF2A		03/31/15*	03/31/15*
7. Title XX Transfer Below 200%							
7a.	Child Welfare	Oct 2011	Sep 2012	RF2/RF2A		03/31/13	03/31/13
7b.	AP/DV	Oct 2011	Sep 2012	RF2/RF2A		03/31/13	03/31/13
7c.	Non-AP/DV	Oct 2011	Sep 2012	RF2/RF2A		03/31/13	03/31/13
7d.	Community Optional Preventive Services (COPS)	Oct 2011	Sep 2012	RF-17	COPS FFFS 2011 -2012	03/31/13	03/31/13
8. Additional Child Care Transfer							
8a.	Additional Child Care Transfer FFY 12	Oct 2011	Sep 2012	RF2		03/31/13	N/A
8b.	Additional Child Care Transfer FFY 13	Oct 2012	Sep 2013	RF2		03/31/14	03/31/13
9.	State Administered Contracts	<i>As per Approved Contract</i>					

* If rollover occurs, the applicable **Submit Claims by** date and the **Final Plan Revisions Due** date is 02/01/14.

** RF2A Schedule D1 Case Management expenditures (cell D1_82040) are based on the QER district cut-off dates. For FFFS 2012 Plan 8, claims submitted between 5/2/12 and 5/1/13 (QER period 4/12 - 3/13) will be included.

*** The FFFS Child Welfare Direct component of the Child Welfare program costs should be submitted under the RF-17 label CW Direct FFFS 12.

State Administered Programs/Contracts

Program/Contract	SFY 12-13 TANF Funds	Status of Program Funding	Contact
Advantage Schools	\$500,000	Currently funded through 6/30/13.	Johnsie Hassan 518-473-4463 Johnsie.Hassan@ocfs.state.ny.us
Alternatives to Detention/Alternatives to Residential Placement	\$0	Currently funded through 6/30/13.	Haroon Mall 518-486-6236 Haroon.Mall@ocfs.state.ny.us
ATTAIN – Technology Labs	\$3,000,000	Currently funded through 8/14/12.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Bridge	\$102,000	A plan for utilizing the \$102,000 SFY 11-12 and 12-13 funds is being developed.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Career Pathways	\$750,000	Currently funded through 1/31/13.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov
Caretaker Relative	\$51,000	Currently funded through 11/30/12.	Tina Williams 518-402-6784 Tina.Williams@ocfs.state.ny.us
Centro of Oneida	\$25,000	Currently funded through 6/30/12.	Darci Carter 518-473-2500 Darci.Carter@otda.ny.gov
Community Reinvestment	\$0	Currently funded through 4/30/13.	Steve Redler 518-474-7790 Steve.Redler@ocfs.state.ny.us
Community Solutions for Transportation	\$112,000	Currently funded through 6/30/12.	Darci Carter 518-473-2500 Darci.Carter@otda.ny.gov
Disability Advocacy Program (DAP)	\$0	Currently funded through 6/30/12.	Archiah Philips 518-474-9109 Archiah.Philips@otda.ny.gov
Displaced Homemaker Program (DHP)	\$546,000	Currently funded through 10/31/12.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov
Educational Resources (ER)	\$250,000	Currently funded through 12/31/12.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Emergency Needs for the Homeless (ENHP)	\$500,000	Currently funded through 8/31/12.	Linda Camoin 518-473-1099 Linda.Camoin@otda.ny.gov
Food Pantry Initiative	\$250,000	A plan for utilizing the SFY 12-13 funds is being developed.	John James 518-473-0430 JohnH.James@otda.ny.gov
Green Jobs Corps 2 Program	\$0	Currently funded through 6/30/13.	Susanne Haag 518-486-6291 Susanne.Haag@otda.ny.gov

Heath Care Jobs 2 Program	\$0	Currently funded through 6/30/13.	Kathryn Couser 518-408-4972 Kathryn.Couser@otda.ny.gov
Jack Kennedy Build NY	\$0	Currently funded through 6/30/12.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
Local Interagency VESID Employment Services (LIVES)	\$0	Currently funded through 3/31/13.	Luke Posniewski 518-473-2521 Luke.Posniewski@otda.ny.gov
New York State Refugee Resettlement Program (NYSRRAP)	\$0	Currently funded through 11/30/12.	Wanda Byrd 518-402-3028 Wanda.Byrd@otda.ny.gov
Non-Residential Domestic Violence	\$1,210,000	Currently funded through 6/30/12.	Contracts will be listed Non-Residential Domestic Violence Services LCM to be released.
Nurse Family Partnership	\$2,000,000	Currently funded through 6/30/13.	John James 518-473-0430 JohnH.James@otda.ny.gov
Rochester-Genesee Regional Transportation Authority (R-GRTA)	\$82,000	Currently funded through 6/30/13.	Darci Carter 518-473-2500 Darci.Carter@otda.ny.gov
Settlement House	\$1,000,000	Currently funded through 5/31/12.	Coleen Jannicelli 518-474-8627 Colleen.Jannicelli@ocfs.state.ny.us
Strengthening Families through Stronger Fathers	\$200,000	Currently funded through 5/31/13.	Monique Rabideau 518-474-0997 Monique.Rabideau@otda.ny.us
Summer Youth Employment Program (SYEP)	\$25,000,000 (State Funds)	Currently funded through 9/30/12.	Melissa Alexander 518-473-3018 Melissa.Alexander@otda.ny.gov
TANF Preventative Services	\$610,000	Currently funded through 4/30/13.	Tina Williams 518-402-6784 Tina.Williams@ocfs.state.ny.us
Transitional Jobs 2 Program	\$0	Currently funded through 6/30/13.	John James 518-473-0430 JohnH.James@otda.ny.gov
Wage Subsidy & Transitional Employment (WSP-TE)	\$950,000	Currently funded through 12/31/12.	Beth Mooney 518-473-2536 Elizabeth.Mooney@otda.ny.gov
Welfare to Careers/Metropolitan College	\$800,000	Currently funded through 5/31/13.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov
Wheels for Work (WfW)	\$144,000	A plan utilizing the SFY 12-13 funds is being developed.	Kathleen Dougherty 518-473-2552 Kathleen.Dougherty@otda.ny.gov

Attachment 7

FFFS COPS Allocations SFY 2012-13

Grandfathered Dedications that Count
toward CWS Threshold

District	Title XX Below 200% COPS
Albany	-
Allegany	-
Broome	-
Cattaraugus	-
Cayuga	-
Chautauqua	-
Chemung	-
Chenango	-
Clinton	-
Columbia	-
Cortland	-
Delaware	-
Dutchess	-
Erie	-
Essex	-
Franklin	-
Fulton	-
Genesee	-
Greene	-
Hamilton	-
Herkimer	-
Jefferson	217,889
Lewis	-
Livingston	-
Madison	-
Monroe	-
Montgomery	-
Nassau	-
Niagara	-
Oneida	-
Onondaga	-
Ontario	-
Orange	-
Orleans	-
Oswego	-
Otsego	-
Putnam	-
Rensselaer	-
Rockland	-
St. Lawrence	-
Saratoga	-
Schenectady	-
Schoharie	-
Schuyler	-
Seneca	248,120
Steuben	-
Suffolk	1,000,000
Sullivan	32,000
Tioga	-
Tompkins	-
Ulster	-
Warren	-
Washington	-
Wayne	-
Westchester	-
Wyoming	-
Yates	-
Upstate	1,498,009
New York City	-
New York State	1,498,009