



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

**Local Commissioners Memorandum**

**Section 1**

<b>Transmittal:</b>	12-LCM-01	
<b>To:</b>	Local District Commissioners	
<b>Issuing Division/Office:</b>	Office of Budget, Finance & Data Management	
<b>Date:</b>	February 1, 2012	
<b>Subject:</b>	Claiming Deadlines for Federal and State Reimbursement	
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<b>Attachments:</b>	None	
<b>Attachment Available On – Line:</b>		Not applicable

**Section 2**

**I. Purpose**

This Local Commissioners Memorandum (LCM) notifies social services districts of the implementation of claiming deadlines for certain expenditure claims consistent with State Fiscal Year (SFY) 11 –12 State Budget provisions.

**II. Background**

Pursuant to Chapter 53 of the Laws of 2011, SFY 11 – 12 appropriation authority is available for Federal and State reimbursement of eligible expenditure claims provided the SFY 11 - 12 claiming deadlines are met.

### III. Program Implications

Subject to the above provision, Federal and State reimbursement claims for eligible Public Assistance program expenditures paid during the January 1, 2011 through December 31, 2011 period must be final accepted on the Automated Claiming System (ACS) by **March 1, 2012** to obtain Federal and State share reimbursement.

Child support administration claims for January 1, 2011 through December 31, 2011 must be final accepted on the ACS by **March 1, 2012** in order to receive State reimbursement. In addition, any child support administration claims for periods prior to January 2011 had to be final accepted on the ACS by **December 1, 2011** to receive State reimbursement.

Adult Shelter claims for January 1, 2011 through December 31, 2011 must be final accepted on the ACS by **March 31, 2012** in order to receive State reimbursement

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

#### **Public Assistance Deadline March 1, 2012 for Calendar Year 2011**

- Schedule A Expenditures for Family Assistance (LDSS-187)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Grand Total
  
- Schedule C Expenditures for Safety Net Assistance (LDSS-1040)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Grand Total
  
- Schedule F Schedule of Costs for Emergency Assistance to Needy Families with Children (LDSS-1285)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Total
  
- Schedule H Non-Title XX Service for Recipients (LDSS-4283)
  - Line 16 – Federal Share
  - Line 18 – State Share
  - Column 2 – EAF

#### **Child Support Administration Deadline March 1, 2012 for Calendar Year 2011**

- Schedule D-8 Allocation for Claiming Title IV-D Child Support Activities & Support Collection Unit Expenditures (LDSS-2547)
  - Line 27 – State Share
  - Column 1 – Total

## Adult Shelter Deadline March 31, 2012 for Calendar Year 2011

- Schedule B Claiming for Adult Care, EAA and Guide Dogs  
(LDSS-4744)
  - Line 4 - State Share
    - Column 3 – Private Institutions
    - Column 4 - Public Homes
    - Column 5 – Adult Shelters

Monthly claims for certified Tier II shelters are included in the time limitation noted in the Public Assistance section above. However, certified Tier II shelters are also subject to the deadline in Part 900 of Social Services Regulations.

Reimbursement amounts should not be recorded as due from New York State for claims accepted after the deadlines noted above. However, child support administration expenditures eligible for federal reimbursement will continue to be reimbursed consistent with Federal time limits (01-LCM-8). Also the total federal TANF expenditure amounts that would have been eligible for reimbursement had claims been received prior to the deadline and total Safety Net (SN) FNP Maintenance of Effort (MOE) expenditures will count towards the TANF Maintenance of Effort.

Instructions for completing Schedules A, B, C, F and H are found in the Fiscal Reference Manual (FRM) Volume 2, chapter 3 available at <http://otda.state.nyenet/bfdm/finance/docs/vol02.pdf>. Instructions for completing Schedule D-8 are found in the FRM Volume 3 (Volume 4 for NYC) Chapter 15 available at <http://otda.state.nyenet/bfdm/finance/docs/Vol03.pdf> and <http://otda.state.nyenet/bfdm/finance/docs/Vol04.pdf>

### **Issued By**

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