



Andrew M. Cuomo
Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
RENSSELAER, NY 12144

Gladys Carrión, Esq.
Commissioner

Local Commissioners Memorandum

Transmittal:	12-OCFS-LCM-07
To:	Local District Commissioners
Issuing Division/Office:	Strategic Planning and Policy Development Administration/Budget Management
Date:	May 24, 2012
Subject:	Federal Fiscal Year 2011-2012 Independent Living Allocations
Contact Person(s):	See Page 4
Attachments:	Attachment A: District Allocations for the Chafee Foster Care Independence Program, 10/1/11-9/30/12
Attachment Available Online:	Yes, only as part of this LCM, posted on the OCFS Internet and intranet websites: http://www.ocfs.state.ny.us/main/policies/external/ (Internet) http://ocfs.state.nyenet/policies/external (intranet)

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to transmit to social services districts the Chafee Foster Care Independence Program (CFCIP) allocations from the Federal Fiscal Year (FFY) 2011-2012 funds. The allocations contained in Attachment A to this memorandum may be used for Independent Living (IL) services expenditures made October 1, 2011 through September 30, 2012, and claimed by March 31, 2013, and will be paid up to the amount of the allocation and subject to a 20 percent state/local match requirement. Unclaimed allocation amounts will be redistributed to other districts that have claims in excess of the allocation, or used to support Office of Children and Family Services' (OCFS) activities related to implementation of the Chafee Foster Care Independence Act, allowing New York State to maximize its use of funds available under this federal funding stream.

This memorandum also describes the methodology for determining the FFY 2011-2012 allocations.

This LCM advises local social services districts that they must be in compliance with all provisions set forth in 02-OCFS-LCM-05, issued on February 28, 2002, including the assurances made to the U.S. Department of Health and Human Services listed in Attachment B of that memorandum, to be eligible for reimbursement from CFCIP funds.

II. Allocation Methodology

The FFY 2011-2012 allocation for distribution to social services districts represents 97 percent of the total federal allocation to New York State, resulting in an allocation to districts of \$11,231,104. The remainder is being reserved by OCFS for two purposes: (1) to support IL services for youth in direct care in OCFS-operated facilities and rehabilitative services programs (districts are required to meet the IL services needs of eligible youth in OCFS custody placed in authorized voluntary agencies in the same manner and under the same criteria as youth in the custody of the commissioner of social services); and (2) to support OCFS activities related to the Chafee Foster Care Independence Act.

The allocation methodology for the FFY 2011-2012 CFCIP allocations to social services districts is comprised of two parts, taking into consideration the potential IL population and IL expenditures. Half of the available funds are allocated to districts based on each social services district's potential IL population, which is defined as youth 14 to 21 years of age in care on September 30, 2011. Each local district is allocated an amount equal to its proportion of the potential IL eligible population in relation to the total statewide potential IL eligible population. The remaining half of the allocation is based on each social services district's proportion of the total statewide IL claims received by March 31, 2012, applied against the FFY 2010-2011 allocations, including expenditures made after September 30, 2011. Each local district is allocated an amount equal to its proportion of the historical claims. The two parts are then added together to get each social services district's FFY 2011-2012 total CFCIP allocation, which appears in Attachment A.

This approach affords the greatest degree of stability to districts across program years, balancing population size with intensity of programming. OCFS, however, reserves the right to base future allocation methodologies on historical expenditures only.

Local social services districts are reminded that districts may claim expenditures for IL services that are directly provided by the local district staff to program recipients. These services are: academic support services, vocational training, independent living skills, and/or aftercare services. Districts are also reminded that within the service categories listed above, districts may also claim expenditures for independent living supports for youth. This would include, for example, expenditures for: cap and gowns and other costs associated with high school graduation; prom dresses; scholastic aptitude tests including SAT/ACT/PSAT (required for undergraduate admission to many colleges and universities); applications for admission to college or vocational training programs; examinations for attendance at a vocational training program; visits to colleges; clothing

for job/college interviews; and car insurance. Districts are also reminded that they must provide, and may claim for Vocational Training (Purchase of Service [POS] Type 85), Academic Support (POS Type 87) services, and Independent Living Skills (POS Type 84) training provided to children who are adopted from foster care at age 16 or older and children who leave foster care at age 16 or older for guardianship with a relative guardian who is receiving kinship guardianship assistance payments.

Any IL claims that exceed a district's Chafee IL allocation are subject to 62 percent state reimbursement, provided that the district meets its threshold requirement. Therefore, it is important that local social services districts submit all claims for the FFY 2011-2012 CFCIP funds.

III. Claiming

CFCIP expenditures are claimed on the Schedule RF-4, "Independent Living Program for Foster Care Children" (LDSS-3871). Refer to the Fiscal Reference Manual, Volume 2, Chapter 3, for instructions on completing the RF-4 claim. The Fiscal Reference Manual is available on the Office of Temporary and Disability Assistance intranet site at <http://otda.state.nyenet/bfdm/>.

CFCIP funds are available to provide reimbursement of 80 percent of a social services district's expenditures, up to the amount of the allocation. Districts may meet the 20 percent match for expenditures claimed under the CFICP by use of in-kind and donated funds as described in 00-OCFS-LCM-32, Federal Fiscal Year 1999-2000 Independent Living Allocations. The 20 percent match for expenditures claimed under the CFICP is eligible for 62 percent state reimbursement, subject to child welfare threshold requirements and performance or outcome based provisions.

For expenditures exceeding the district's CFCIP allocation, social services expenditures are eligible for 62 percent state reimbursement, subject to the child welfare threshold requirements and performance or outcome based provisions. Any donated funds or in-kind services that are a part of those expenditures and claimed for 62 percent state reimbursement are subject to special rules. Refer to Section V of 02-OCFS-LCM-05 and to 02-OCFS-LCM-20.

IV. Direct Charges

Effective July 1, 2003, the IL Program category was removed from the Schedule D-2 "Allocation for Claiming General Services Administration Expenditures" (LDSS-2347-B). District spending for IL services is now accounted for outside of the State Services Random Moment Study and not subject to the cost allocation formula. Local social services districts may claim expenditures for IL services (academic support services, vocational training, independent living skills, and/or aftercare services) that are directly provided by the local district staff to program recipients. These expenditures should be claimed on Schedule D "DSS Administrative Expenses Allocation and Distribution by

Function and Program,” as an F30 function. From the F30 function, the local districts should report these expenditures in the proper category of service on the Schedule RF-4.

Local district administration costs related to IL cases are considered regular foster care administration (Title IV-E or Non-Title IV-E eligible). Therefore, these costs should not be reported on the Schedule RF-4.

V. Contact Names

BRO – Dana Whitcomb (716) 847-3145- Dana.Whitcomb@ocfs.state.ny.us

RRO– Karen Buck (585) 238-8549- Karen.Buck@ocfs.state.ny.us

SRO - Dan Comins (315) 423-1200- Daniel.Comins@ocfs.state.ny.us

ARO - Kerri Barber (518) 486-7078 - Kerri.Barber@ocfs.state.ny.us

SVRO - Raymond Toomer (845) 708-2499- Raymond.Toomer@ocfs.state.ny.us

NYCRO - Patricia Beresford (212) 383-1788 – Patricia.Beresford@ocfs.state.ny.us

Bureau of Indian Affairs - Kim Thomas (716) 847-3123- Kim.Thomas@ocfs.state.ny.us

Questions pertaining to **claiming** should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services:

Regions I-V: Edward Conway (518) 474-7549
Edward.Conway@otda.ny.gov

Region VI: Michael Simon (212) 961-8250
Michael.Simon@otda.ny.gov

Questions pertaining to the **allocations** should be directed to:

Derek J. Holtzclaw, Director, Bureau of Budget Management (518) 474-1361
Derek.Holtzclaw@ocfs.state.ny.us

/s/ Nancy W. Martinez

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning and Policy Development

/s/ Mikki Ward-Harper

Name: Mikki Ward-Harper

Title: Acting Deputy Commissioner for Administration

Division/Office: Administration

ATTACHMENT A

DISTRICT ALLOCATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP) FUNDS
10/1/11 to 9/30/12

District	Allocation	District	Allocation
Albany	96,303	Orange	149,060
Allegany	23,072	Orleans	10,946
Broome	104,683	Oswego	51,528
Cattaraugus	26,558	Otsego	11,956
Cayuga	19,203	Putnam	4,066
Chautauqua	28,210	Rensselaer	53,062
Chemung	40,871	Rockland	54,190
Chenango	9,702	St. Lawrence	38,487
Clinton	18,211	Saratoga	40,123
Columbia	99,907	Schenectady	102,360
Cortland	30,529	Schoharie	15,382
Delaware	12,690	Schuyler	1,781
Dutchess	107,225	Seneca	6,820
Erie	428,280	Steuben	42,802
Essex	3,823	Suffolk	285,697
Franklin	30,197	Sullivan	61,241
Fulton	21,509	Tioga	12,101
Genesee	30,752	Tompkins	47,793
Greene	18,648	Ulster	94,000
Hamilton	-	Warren	13,619
Herkimer	26,442	Washington	13,485
Jefferson	19,100	Wayne	8,023
Lewis	6,193	Westchester	418,113
Livingston	9,215	Wyoming	12,017
Madison	18,317	Yates	5,034
Monroe	287,287	St. Regis Mohawk	1,638
Montgomery	17,939		
Nassau	227,758	Upstate Totals	3,704,315
Niagara	46,392		
Oneida	117,727	New York City	7,526,789
Onondaga	206,192		
Ontario	16,056	Statewide Totals	11,231,104