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Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
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Commissioner

Local Commissioners Memorandum

Transmittal:	12-OCFS-LCM-11
To:	Local District Commissioners
Issuing Division/Office:	Child Welfare and Community Services
Date:	June 12, 2012
Subject:	2012-2013 Enhanced CPS Funds
Contact Person(s):	See pages 3-4
Attachments:	Attachment A: SFY 2012-2013 Allocation Amounts Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios
Attachments Available Online:	No

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts of the availability of \$757,193 of Local Assistance General Funds in the State Fiscal Year (SFY) 2012-2013 Enacted Budget for the improvement of child protective services staff-to-client ratios. This LCM also provides information on each social services district's allocation, the allocation methodology, how districts may use the funds, and planning and claiming requirements.

II. Background

Chapter 53 of the Laws of 2012 appropriates additional state aid to reimburse 100 percent of social services district expenditures related to the improvement of staff-to-client ratios

in local districts' child protective services workforces including, but not limited to, new hiring to increase the number of caseworkers and supervisory staff in the local district child protective services workforce. Districts must certify that they will not be using these funds to supplant other state and local funds, and that claims for reimbursement under this appropriation will not be submitted for the same type and level of funds covered by any other state or locally authorized appropriations.

III. Program Implications

Attachment A provides the amount of funding allocated to each social services district. A district is qualified to receive an allocation if: 1) the workload for the average worker was more than 12 reports per month as of February 29, 2012, as noted on the Open Case Inquiry Investigations Statewide Total Report, and 2) the percentage of overdue report determinations for the district was more than 10 percent as of February 29, 2012.

If eligible, a small district will receive \$12,861, a medium district - \$30,000, and a large district - \$50,000. District size for this purpose is based on Appendix B: Comparable Groups from the Monitoring and Analysis Profile – 2008.

In order to receive the allocated funds, social services districts must complete Attachment B, "Certification Re: Non-Supplantation and Plan." Districts must indicate on the form how they will utilize these funds. Funds for hiring additional staff must only be used for the cost of salary and fringe benefits, and must be spent by March 31, 2013.

To receive the funds, social services districts must submit plans to their respective Regional Office **by June 22, 2012**, that include the following information:

- If the funds will be used to hire staff, the position(s) for which the allotted funds will be used (indicate if full time, part time or per diem) and the estimated time frames as to when the position(s) is/are expected to be approved by the necessary local government authorities, and when it is anticipated that the new staff will be hired (a letter from the chief executive officer and/or the chief elected official of the county is encouraged). OCFS's preference is for the approval and hiring to occur quickly;
- If funds will be used for overtime, the start date for the use of overtime;
- If the funds will be used for innovative strategies to reduce the number of overdue report determinations and caseloads, the details of the strategies that will be implemented; and
- Regardless of how the funds are used, the projected performance or outcome measures for the reduction in the workload of the average worker as noted on the Open Case Inquiry Investigation Statewide Total Report as of February 29, 2012, and/or percentage of reduction of overdue report determinations for the district as of February 29, 2012, as applicable, and the time frames for the reductions based on one or more of the strategies listed above.

Districts receiving allocations will be required to forward progress reports to their respective regional offices on **October 15, 2012**, detailing the progress they have made in reaching their projected performance or outcome measures and any challenges they have encountered that may impact their ability to meet their target. They will also be asked to provide a year-end summary of their performance and progress toward meeting the target of reduced reports per caseworker by **April 30, 2013**.

IV. Fiscal and Claiming

There is \$757,193 in Local Assistance General Funds in the SFY 2012-2013 Budget for expenditures related to the improvement of staff-to-client ratios in the local district child protective services workforce. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning April 1, 2012, and ending March 31, 2013. As these funds are 100 percent state reimbursed, no additional federal revenues can be claimed based on any expenditure reimbursed by this funding.

NOTE: The staff funded by this initiative cannot be included in the Random Moment Survey (RMS) universe for those districts in the RMS for social services programs.

Reimbursement is 100 percent state share, up to the amount of the district's allocation. These project expenditures should be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs (Other Reimbursable Programs) and reported on the Schedule D, "DSS Administrative Expense Allocation and Distribution by Function and Program" (LDSS-2347), in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label "Enhanced CPS SR6" on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs." Salary and fringe benefit costs of staff outside of RMS may be direct charged to the RF17 claim package. Non-salary administrative costs are reported with the appropriate object of expense(s) on the LDSS-923B Summary-Administrative (page 1) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs." Total project costs and shares should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)." Please note that the associated A-87 costs are not reimbursable from state funds and therefore are 100 percent local share.

Expenditures must be made by March 31, 2013, and claims must be submitted no later than June 30, 2013. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation.

The Schedule D and RF17 claim package are found in Chapters 7 and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at <http://otda.state.nyenet/bfdm/finance/>.

Please refer to Fiscal Reference Manual (FRM), Volume 2, Chapter 3, for further LDSS-3922 instructions. Instructions for the Schedule D-17 are found in Volume 3 (Volume 4 for New York City) of the FRM, Chapter 18.

(<http://www.otda.state.ny.us/MAIN/resources/fiscal-reference>)

V. Contact Persons

Any programmatic questions should be addressed to the appropriate Regional Office, Division of Child Welfare and Community Services.

BRO – Dana Whitcomb	(716) 847-3145	Dana.Whitcomb@ocfs.state.ny.us
RRO – Karen Buck	(585) 238-8201	Karen.Buck@ocfs.state.ny.us
SRO – Dan Comins	(315) 423-1200	Dan.Comins@ocfs.state.ny.us
ARO – Kerri Barber	(518) 486-7078	Kerri.Barber@ocfs.state.ny.us
SVRO – Raymond Toomer	(914) 708-2499	Raymond.Toomer@ocfs.state.ny.us
NYCRO – Patricia Beresford	(212) 383-1788	Patricia.Beresford@ocfs.state.ny.us

Any claiming questions should be directed to:
Regions I-V: Edward Conway 1-800-343-8859, ext. 4-7549 or (518) 474-7549
E-mail – Edward.Conway@otda.ny.gov

/s/ Laura M. Velez

Issued By:

Name: Laura M. Velez
Title: Deputy Commissioner
Division/Office: Child Welfare and Community Services

/s/ Mikki Ward-Harper

Issued By:

Name: Mikki Ward-Harper
Title: Acting Deputy Commissioner
Division/Office: Administration

Attachment A: SFY 2012-2013 Allocation Amounts

District	Allocation	District	Allocation
Albany	\$50,000	Montgomery	12,861
Broome	30,000	Nassau	50,000
Cattaraugus	30,000	Niagara	30,000
Chemung	30,000	Oneida	30,000
Chenango	12,861	Ontario	12,861
Clinton	12,861	Orange	30,000
Columbia	12,861	Rensselaer	30,000
Cortland	12,861	St. Lawrence	30,000
Dutchess	30,000	Schenectady	30,000
Essex	12,861	Seneca	12,861
Franklin	12,861	Steuben	30,000
Fulton	12,861	Suffolk	50,000
Herkimer	12,861	Sullivan	12,861
Jefferson	30,000	Ulster	30,000
Monroe	50,000	Wayne	12,861
		Total	\$757,193

Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios (due by June 22, 2012)

This is to certify that _____ social services district will use the allocation of these funds authorized by Chapter 53 of the Laws of 2012 in the amount of \$_____ to improve staff-to-client ratios in the local district child protective services workforce.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation, except to fund expenditures to continue or expand activities that were funded with the State fiscal year 2012-2013 appropriation enacted for this purpose.

Plan for use of funds: (check all that apply)

- Hiring one or more new child protective services workers
- Hiring support staff and utilizing that staff in a manner that will specifically reduce the workload of child protective services staff
- Paying overtime to existing child protective services workers
- Innovative strategies aimed at reducing overdue report determinations and /or caseloads (specify) _____

Narrative explanation – Please describe below the details as to how the funds will be spent as outlined on page 2 under Program Implications.

Complete the targeted performance measures noted below that the social services district expects to realize as a result of these funds.

Number of workers with more than 15 reports as of 2/29/12 was _____ (insert total from 2/29/12 OCI report)

Goal -Number of workers with more than 15 reports as of 3/31/13 will be _____

Percent of reports with overdue determinations as of 2/29/12 was _____ (insert total from 2/29/12 OCI report)

Goal -Percent of reports with overdue determinations as of 3/31/13 will be _____

Signature and Title: