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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 92 INF-18

DIVISION: Adult Services

TO: Commissioners of  
 Social Services

DATE: February 27, 1992

SUBJECT: Family Type Homes for Adults: Special Needs Funds

SUGGESTED

DISTRIBUTION: Directors of Services  
 Accounting Supervisors  
 Adult Services Staff  
 Family Type Home Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Any programmatic questions concerning this release  
 should be directed to Sharon Lane, Division of Adult  
 Services, 1-800-342-3715, ext. 432-2985

Questions regarding fiscal/claiming matters should be  
 directed to the Bureau of Local Financial  
 Operations: Upstate, Roland Levie, 1-800-342-4100,  
 ext. 4-7549; Metropolitan, Marvin Gold, (212)  
 804-1108

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref	Misc. Ref.
88 ADM-15		489	461-j	Fiscal Reference Manual	

The supplemental State funding program to meet certain special needs of eligible residents and operators of certified Family Type Homes for Adults was established in law in 1985. Section 461-j of the Social Services Law (SSL) authorized local districts to reimburse certified Family Type Home operators for expenses incurred in meeting certain special needs of their SSI and HR residents. These special needs include:

up to \$290 a year for clothing, transportation, recreation and cultural activities;

up to \$500 a year to pay for adequate substitute care; and

up to \$75 a year to purchase health and safety equipment.

In monitoring the implementation of the special needs program, the Department found that few Family Type Home operators participated in the program because they were unable to incur the initial expense and wait to be reimbursed by the social services districts.

To address this problem, Chapter 759 of the Laws of 1987 amended Section 461-j SSL to require social services districts to advance funds to certified operators of Family Type Homes, to the extent that the Department advances such funds to the districts. To assist the social services districts with the implementation of Chapter 759, the Department issued 88 ADM-15 in April of 1988.

Since 1988 the Department has been advancing special needs benefits to the local districts twice a year. The advances are based on projections of the number of eligible homes and eligible residents in each social services district as well as on previous special needs expenditures by the districts. However, a review of claims reports and the annual summaries of Special Needs Benefits submitted by the districts has shown that a number of districts are not advancing funds to eligible operators and residents and/or are not properly accounting for the expenditure of these monies as required in 88 ADM-15.

All social services districts should review 88 ADM-15 to assure compliance with the requirements regarding the special needs program. Any monies advanced by the Department should be promptly advanced to the residents and operators as appropriate in order to assure that the needs of the residents and operators are met. Program expenditures should be claimed on the Schedule C and administrative costs on the Schedule D-2. Steps should also be taken to assure that the annual summary report to the Department includes an accounting of all of the monies advanced by the district. In the event that an advance is inadequate to cover the special needs costs of eligible operators and residents, social services districts may expend the necessary funds and be reimbursed, pursuant to Section 461-j SSL, at a 100% rate by the Department, subject to available appropriations.

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William E. Gould  
Acting Deputy Commissioner  
Division of Adult Services