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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 92 LCM-3

Date: January 3, 1992

Division: Family & Children  
Services

TO: Local District Commissioners

SUBJECT: 1991-1992 Title IV-E Independent Living Allocation

ATTACHMENTS: Independent Living Allocations (available on-line)

The purpose of this memorandum is to transmit to local districts preliminary Title IV-E Independent Living allocations for the period 10/01/91 through 09/30/92. In addition to the allocation of 100% federal independent living funds, the following information is provided:

- o Availability of additional IV-E funds requiring a 50% non-federal match.
- o Strategies for expanding services and developing necessary match through contracts with other public and/or publicly funded human services agencies.

I. BASIC ALLOCATION OF 100% FEDERAL FUNDS

As in previous years, over 85% of non-matched federal Independent Living funds are being allocated to local social services districts. A portion of the remaining funds are allocated to DFY to support eligible youth in its care and custody, with the remainder supporting the ongoing work of the Independent Living Resource Centers.

The district allocations listed in the attachment are preliminary as the federal appropriations are not finalized. District allocations are based on the assumption that New York's allotment will remain the same as last year. If there is a change in New York's allocation, you will be informed of the implications for your district. However, these preliminary figures provide an adequate basis for local planning.

As in previous years, a district's allocation is based on its proportion of the statewide population of eligible youth. Population figures of eligible children in the district's custody are increased to reflect DFY-custody youth in voluntary agencies for which the district is fiscally responsible. To calculate the appropriate DFY add-on, the number of such youth from a county is averaged for the previous three year period. This number is added to the district's population figure before determining the district's proportion of the eligible population.

You will note that most districts realize a decrease in their allocation of these 100% funds. Prior to this year, the State and districts have significantly underexpended our federal allocation. This was predictable for a new program area. Unexpended monies were, each year, added to the new federal allocation and reallocated to the districts. In 1991, however, program expenditures rose to the point that little will be rolled over into the current year allocation. Further, it is anticipated that by next year, there will be no roll-over of 100% funds. Based on claiming trends, district allocations were calculated presuming available funds of approximately \$7.8 million dollars.

Thus, while New York State is not anticipating a reduction in its allotment of 100% funds, we are operating almost exclusively within current year funds. The end result from a district's perspective is a 6% average decrease in Independent Living funds requiring no match. The decrease in a particular district is modified by any change in its proportion of the state's eligible population.

## II. AVAILABILITY OF FEDERAL INDEPENDENT LIVING FUNDS WITH A 50% NON-FEDERAL MATCH REQUIREMENT

Beginning with the 1990-91 federal year, the federal government increased the funds available to states for independent living services. However, the additional funds carry with them the requirement for a 50% match for these dollars. New York State has available \$5.3 million in this funding category.

At the current time, the Department is uncertain about the availability of State funds to serve as part of the match requirement. Therefore, rather than allocating these funds in a manner similar to the 100% funds, the Department instead is encouraging districts to apply for a portion of these dollars. As part of the request, districts must identify the level and source of match available to generate the federal share. Additional detail on the process for requesting an allocation of these 50% match funds is provided in a later section of this LCM.

Eligible matching contributions may be cash or in-kind contributions of services, equipment, or property, and may originate with a third party. If State matching funds are made available to this program, the state will share equally in meeting the match requirement only to the extent that the local portion of the match is comprised of tax levy funds. Any donations of cash or in kind contributions must be shared equally to offset the State and local share.

Other limitations on the match include the following:

- the matching funds may not be federal funds;
- the funds can not currently serve as a match for other federal funds; and,
- the funds must be used for purposes otherwise allowable under this program. Primary among the program restrictions is the prohibition on using the funds for room and board payments.

Given the severe fiscal restraints at the State and local levels and the uncertainty concerning the availability of State matching funds, the Department will look most favorably upon applications that include the use of third party and/or donated cash or in-kind contributions.

### III. DEVELOPING INTERAGENCY SERVICE MODELS USING FEDERAL FUNDS REQUIRING A 50% NON FEDERAL MATCH

To assist districts in generating alternative sources of matching funds, the Department has initiated a series of discussions with other state agencies concerning state-funded programs administered by other local agencies that might serve as a portion or the entirety of the 50% match for the federal funds.

Preliminary research findings within New York and across the nation document the multiple needs of these youth and that the appropriate service responses cross agency boundaries. Further, it appears that the capacity to link together these diverse services is limited. A final concern prompting this initiative is that these service access issues are most acute for youth needing after care services.

Therefore, the Department is strongly encouraging cross-agency collaboration to expand services provided by other components of the service delivery system to foster care youth with a goal of independent living. This would be accomplished through a contract for expanded independent living services between the local social services district and the public or private provider agency. The contract would be supported by the federal IV-E funds with the required match identified in part or whole by the agency receiving the contract. The Department will not participate in the match for these demonstrations. It is at the district's discretion whether it will provide any portion of the match. The match may be met through state funds received by the public or private provider agency from its state counterpart and or local

funds, which can be documented as enhancing or expanding services to IL youth referred by the district. The definition of allowable match is the same as described in the previous section.

Discussions have already been initiated with the Divisions for Youth and Alcoholism and Alcohol Abuse, (DFY) and (DAAA), and the Department of Labor (DOL). These agencies have endorsed this approach to collaborative program enhancement for the independent living population. Optimistic about the capacity of their local counterparts to identify the necessary local match, they have already begun to generate exciting possibilities to be explored at the local level. They will communicate their support for these efforts to their local counterparts. Some of the examples identified to date are:

- o Local Councils on Alcoholism funded by DAAA could provide staff training and consultation or potentially facilitate alcohol-related counseling/awareness groups for youth preparing for or actually in an independent living situation.
- o Community-based alcohol treatment and prevention programs may also have the capacity to expand to specifically target this population
- o State-funded youth employment programs, such as the Out of School STEP program, could be expended, with the additional program slots targeted for referrals from the local social services district.
- o DFY-supported Runaway and Homeless Youth Services could contract with the district to provide independent living skills, after care, supervision and crisis supports to youth in independent living.
- o Other DFY-funded programs administered by the local youth bureau, such as youth mediation services, employment readiness services, case management services, or others meeting the unique needs of the independent living population within a particular district, might be expanded to specifically respond to these youth.

Department staff are initiating discussions with other State agencies as well. I strongly encourage you to contact relevant local public agencies to explore potential program opportunities. Regional office staff are also available to assist you identifying potential opportunities for collaboration.

I am optimistic that you will use this opportunity to strengthen the comprehensive nature of services to youth preparing to leave foster care, and particularly those youth who are in trial discharge or who have been discharged to independent living and are seeking supervision or aftercare services within the community. Again, you should not be limited to those agencies with which we have already begun discussions.

IV. APPLICATION PROCEDURES FOR INDEPENDENT LIVING FUNDS REQUIRING A 50% NON-FEDERAL MATCH

Districts interested in augmenting their allocation of 100% Federal Independent Living funds with IL funds requiring a 50% non-federal match should submit a letter of application containing the following information:

- o The maximum amount of additional funds the district requests to be added to its allocation.
- o An assurance that funds will be used solely to support services for youth eligible under the IV-E Independent Living Program.
- o A description of the source(s) and nature of match resources.
- o A summary of the purposes for which the funds will be used.
- o The level of expansion or measurable enhancement of services for the eligible youth, particularly in those instances where the district is proposing to contract for a service already available through the provider agency.

The letter of application should be submitted to my office to the attention of Suzanne Sennett with a copy submitted to the appropriate regional office. Upon approval of the district's request, the district's allocation of Independent Living funds will be augmented to include these funds. The allocation of funds requiring a 50% non-federal match will not affect the district's allocation of 100% federal funds.

V. CLAIMING PROCEDURES AND MISCELLANEOUS PROGRAM INFORMATION

- o Districts should claim funds in the 100% Federal share column on the RF 4 for IV-E eligible youth up to their 100% allocation.
- o For donated funds or in kind contributions, the local districts must NOT use the RF 4 claim forms. Special claiming instructions will be provided through the Bureau of Local Financial Operations upon approval of the district's request for Independent Living funds requiring a 50% non-federal match.

Other aspects of the program remain the same as in previous years:

- o All claims for reimbursement of Independent Living expenditures prior to 09/30/92 must be submitted to the Bureau of Local Financial Operations by November 30, 1992.
- o Independent living expenditures for youth under the age of 16 are eligible for 50% state reimbursement with no federal participation.

- o Any use of federal Independent Living initiative funds for the purchase of equipment having a unit cost in excess of \$5,000 requires prior federal approval. Requests for approval of such expenditures should be submitted to my office to the attention of Suzanne Sennett, with a copy to the appropriate Regional Office.
- o EDP-related expenditures of any amount (hardware, software, programming services, etc.), must be submitted to the Local District Proposal Review section of the Division of ITM for approval.

We also advise you that this Department is continuing to support the operation of the regional Independent Living Resource Centers. The centers offer districts the opportunity to develop comprehensive independent living programs through training, materials distribution and technical assistance. Given their capacity to tailor responses to a district's unique needs, many districts have found the centers to be an invaluable resource in developing and implementing independent living programs. If your district has not yet used center services, please contact your Independent Living Resource Center or your Regional Office to learn of the potential benefit this resource holds for your district.

If there are any questions concerning claiming procedures, call Roland Levie at (518) 474-7549 or Marvin Gold (212) 804-1108. All other questions should be directed to the appropriate Regional Office of the Division of Family and Children Services.

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Joseph Semidei  
Deputy Commissioner  
Division of Family  
and Children Services

TITLE IV-E INDEPENDENT LIVING FUNDS  
PRELIMINARY ALLOCATIONS - 10/1/91 - 9/30/92

COUNTIES	# OF CHILDREN	% OF STATE ELIG. POP.	COUNTY ALLOCATIONS
			100% FEDERAL FUNDS
Albany	77.87	0.98%	78,874
Allegany	11.44	.14%	11,587
Broome	64.07	.80%	64,896
Cattaraugus	22.53	.28%	22,820
Cayuga	15.49	.19%	15,690
Chautauqua	24.03	.30%	24,340
Chemung	38.59	.48%	39,087
Chenango	10.37	.13%	10,504
Clinton	12.12	.15%	12,276
Columbia	5.62	.07%	5,692
Cortland	23.87	.30%	24,178
Delaware	6.00	.08%	6,077
Dutchess	55.86	.70%	56,580
Erie	287.90	3.61%	291,612
Essex	9.08	.11%	9,197
Franklin	17.04	.21%	17,260
Fulton	15.68	.20%	15,882
Genesee	19.29	.24%	19,539
Greene	10.28	.13%	10,413
Hamilton	.00	.00%	2,500
Herkimer	12.00	.15%	12,317
Jefferson	19.41	.24%	19,660
Lewis	10.00	.13%	10,129
Livingston	17.83	.22%	18,060
Madison	15.79	.20%	15,994
Monroe	264.54	3.32%	267,950
Montgomery	14.35	.18%	14,535
Nassau	209.90	2.63%	212,606
Niagara	63.96	.80%	64,785
Oneida	69.89	.88	70,791
Onondaga	143.71	1.80%	145,563
Ontario	11.65	.15%	11,800
Orange	96.17	1.21%	97,410
Orleans	11.90	.15%	12,053
Oswego	18.17	.23%	18,404
Otsego	20.74	.26%	21,007
Putnam	10.00	.13%	10,129
Rensselaer	41.86	.53%	42,400
Rockland	133.49	1.67%	135,211
St Lawrence	28.00	.35%	28,361

TITLE IV-E INDEPENDENT LIVING FUNDS  
PRELIMINARY ALLOCATIONS - 10/1/91 - 9/30/92

COUNTIES	# OF CHILDREN	% OF STATE ELIG. POP.	COUNTY ALLOCATIONS
			100% FEDERAL FUNDS
Saratoga	43.22	.54%	43,777
Schenectady	62.14	.78%	62,941
Schoharie	10.22	.13%	10,352
Schuyler	4.20	.05%	4,254
Seneca	28.76	.36%	29,131
Steuben	17.86	.22%	18,090
Suffolk	201.23	2.52%	203,824
Sullivan	63.51	.80%	64,329
Tioga	13.09	.16%	13,259
Tompkins	21.00	.26%	21,271
Ulster	75.13	.94%	76,099
Warren	3.24	.04%	3,282
Washington	9.16	.11%	9,278
Wayne	7.69	.10%	7,789
Westchester	232.21	2.91%	235,204
Wyoming	7.89	.10%	7,992
Yates	5.22	.07%	5,287
New York City	4,995.19	62.68%	5,059,587
TOTAL DISTRICT POPULATION	7,741.61	97.14%	7,843,914
DFY	228.00	2.86%	
TOTAL STATE	7,969.61	100%	