

DEPARTMENT OF SOCIAL SERVICES

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MARY JO BANE  
Commissioner



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LOCAL COMMISSIONERS MEMORANDUM

Transmittal No: 92 LCM-135

Date: August 27, 1992

Division: Family & Children  
Services

TO: Local District Commissioners

SUBJECT: 1992-1993 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 10/01/92 through 09/30/93. In addition to the allocation of 100% federal independent living funds, this memorandum also includes instructions for requesting additional IV-E funds requiring a 50% non-federal match.

I. BASIC ALLOCATION OF 100% FEDERAL FUNDS

Over 96% of non-matched federal Independent Living funds are being allocated to local social services districts. The remaining funds are allocated to DFY to support eligible youth in its care and custody. For the current year, alternative funding has been identified to support the ongoing work of the Independent Living Resource Centers.

The district allocations listed in the attachment are preliminary as neither the federal appropriations nor district claims for 1992 are finalized. District allocations are based on the assumption that New York's allotment will remain the same as last year. In addition, the allocations are based on the assumption that the majority of districts will claim their entire 1992 allocation, thus removing the potential of roll-over into the coming year. If these assumptions prove inaccurate, you will be informed of the implications for your district. However, these preliminary figures provide an adequate basis for local planning.

The allocations are based on a projected level of funds of \$7.2 million, as opposed to the \$7.55 million allocated in 1992. This 5% decrease in available funds is exclusively due to the projected lack of unexpended funds from 1992 to be rolled over into 1993. In fact, the identification of an alternative funding source for the Independent Living Resource Centers for a one year period precluded a more precipitous drop in funding for districts.

The basis for a district's allocation has been revised from previous years. For 1993, the allocation formula takes into consideration both current population and recent expenditure history. In specific, half of the available funds are allocated across districts based on each district's proportion of the statewide population of eligible youth. For the first time, this figure includes the number of eligible youth in Trial Discharge status. 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.

The remaining half of the allocation is allocated based on each district's proportion of expected expenditures of all IV-E Independent Living funds during 1992. These projections include both those funds requiring a non-federal match and those without a match requirement.

This weighted approach affords the greatest degree of stability to districts across program years, balancing, to some degree, population size with intensity of programming.

Once a district exhausts its allocation of non-matched Independent Living funds, no additional claims for reimbursement will be honored unless the district has requested an allocation of funds requiring a non-federal match. Instructions for requesting additional funds are described below.

## **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 approximately \$4.9 million in this funding category.

The Department does not expect any 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.

Eligible matching contributions may be cash or in-kind contributions of services, equipment, or property, and may originate with a third party. The matching funds may originate, in whole or part, from other State funding programs and agencies. Districts are encouraged to review 92LCM- -- for further guidance on maximizing related state funding programs. 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.

### III. 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.

All requests must be received by January 15, 1993 so that allocations can be made based on overall State demand for these funds. The letter of application should be submitted to my office (40 North Pearl St., Albany, N.Y., 12243) to the attention of Suzanne Sennett (AW1160) 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.

**IV. CLAIMING PROCEDURES AND MISCELLANEOUS PROGRAM INFORMATION**

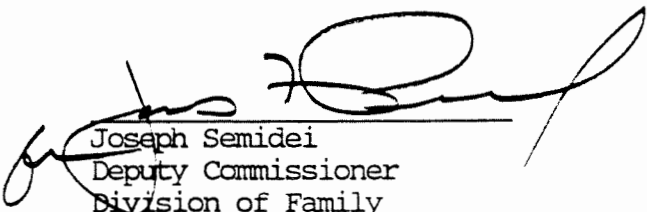
- o Districts should claim funds in the 100% Federal share column on the RF 4 for IV-E eligible youth up to their 100% allocation.
- o Special claiming instructions will be provided through the Bureau of Local Financial Operations upon approval of the district's request for Independent Living funds requiring 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 (FM0020) at (518) 474-7549 or Marvin Gold (OFN270) at (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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