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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 95 LCM-10

Date: February 2, 1995

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: 1994-1995 Title IV-E Independent Living Allocations

ATTACHMENTS: Independent Living Allocations (Available On-Line)

The purpose of this memorandum is to transmit to local districts the Title IV-E Independent Living allocations for the period 10/01/94 through 09/30/95. In addition to the allocation of 100% federal Independent Living funds, this memorandum also includes instructions for requesting additional IV-E Independent Living funds requiring a 50% non-federal match.

I. BASIC ALLOCATION OF 100% FEDERAL FUNDS

Over 96% of the 100% (non-matched) federal Independent Living funds are being allocated to social services districts. The remaining funds are allocated to DFY to support eligible youth in its care and custody.

The district allocations listed in the attachment are preliminary only because the prior year's claims are not finalized. These allocations are based on a level of 100% federal funds at \$7.4 million. There is no roll-over of 100% funds from the prior year as the majority of districts have claimed or will claim their entire FFY 1994 allocation.

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The basis for a district's allocation is the same as that used in 1994. The allocation formula takes into consideration both current population and recent expenditure history. Half of the available funds are allocated across districts based on each district's proportion of the statewide population of eligible youth. Like last year, 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 based on each district's proportion of expected expenditures of all IV-E Independent Living funds during 1994. 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 100% (non-matched) Independent Living funds, no additional claims for reimbursement will be honored unless the district has requested an allocation of funds requiring a 50% 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 \$4.1 million in this year's allocation. With possible roll-over funds from the prior year, we expect a total of \$5 million to be available to districts.

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 they 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 92-LCM-3 for further guidance on maximizing related state funding programs. Other limitations on the match include the following:

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- 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; and,
- 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 February 22, 1995 so that allocations can be made based on overall State demand for these funds. The letter of application should be submitted to my office to the attention of Nancy Martinez (0fb030) with a copy submitted to the appropriate S&CD Regional Office. Upon approval of the district's request, the district's allocation of Independent Living funds will be augmented to include these funds.

IV. FUNDS TO SERVE YOUTH AGES 14 AND 15 WITH A PERMANENCY PLANNING GOAL OF INDEPENDENT LIVING

Department regulations allow for the establishment of a permanency planning goal of Independent Living for youth younger than age 16. The establishment of this goal requires that the youth be assisted in developing a full array of skills necessary to move towards a self-reliant young adulthood. In previous years, reimbursement for these services was provided at a 50% level through a discrete allocation of State funds. For this year, reimbursement will remain at the 50% level. Claiming procedures for Independent Living expenditures for this age group will also remain the same. However the claims will be reimbursed through State foster care funds, and these payments will be included in the district's Foster Care Cap.

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 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 09/30/95 must be submitted to the Bureau of Local Financial Operations by November 30, 1995.
- 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 Nancy Martinez, 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 SSIS 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 Services and Community Development.

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Anona Joseph  
Acting Deputy Commissioner  
Division of Services  
and Community Development

PRELIMINARY ALLOCATIONS  
 TITLE IV-E INDEPENDENT LIVING FUNDS  
 (FUNDS REQUIRING NO MATCH)  
 10/1/94 - 9/30/95

Albany	\$85,817	Allegany	8,362
Broome	49,629	Cattaraugus	17,065
Cayuga	11,324	Chautauqua	29,447
Chemung	39,473	Chenango	2,924
Clinton	11,971	Columbia	7,770
Cortland	16,103	Deleware	8,532
Dutchess	45,215	Erie	226,881
Essex	6,441	Franklin	12,630
Fulton	15,482	Genesee	10,545
Greene	7,786	Hamilton	224
Herkimer	11,232	Jeferson	14,532
Lewis	4,882	Livingston	7,791
Madison	12,390	Monroe	184,132
Montgomery	12,810	Nasssau	184,463
Niagara	61,778	Oneida	50,470
Onondaga	76,836	Ontario	12,361
Orange	90,813	Orleans	5,554
Oswego	24,836	Otsego	11,828
Putnam	6,042	Rensselaer	23,057
Rockland	89,872	St.Lawrence	28,109
Saratoga	32,670	Schenectady	46,477
Schoharie	7,086	Schuyler	5,829
Seneca	12,939	Steuben	12,059
Suffolk	207,493	Sullivan	35,739
Tioga	9,676	Tompkins	17,340
Ulster	84,054	Warren	8,883
Washington	7,906	Wayne	8,530
Westchester	176,790	Wyoming	7,074
Yates	1,789	NYC	4,862,415
St. Regis	1,667		