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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 95 LCM-90

Date: August 9, 1995

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Local District Training Cap

ATTACHMENTS: SFY 1995 Training Cap Amount (not available on-line)

The 1995-96 State Budget contains a cap on the amount of state funds available to support local district training activities. This cap is set at \$5 million for the 1995-96 fiscal year. It does not affect the availability of federal funds.

Local districts use the D-6 local claims process for reimbursement of the State funds for training staff salaries, fringe benefits, other training, overhead expenses and the costs for local district contracts. Claiming instructions are contained in the Local District Cost Allocation - Manual Bulletin 143b.

In order to ensure that the State share be limited to the available amount, it has been necessary to allocate an amount to each district. The principles used to establish the cap were developed using input from across the Department and from an Advisory Committee of local staff development personnel. These principles (with few exceptions) are as follows:

1. The cap is based on calendar year 1994 expenditures unless, because of vacancies or other fluctuations in billing, the 1993 amount was higher. The district cap is therefore based on the higher of the past two years.
2. For districts that had training claims less than \$15,000 for either year, a minimum of \$15,000 was set aside for future training claims.
3. Funds remaining after this initial distribution, were reallocated to upstate districts based on total agency staff counts.
4. Due to a widely varying claims history for NYC, HRA's cap is based on the most recent year (1994).
5. Since all of the funds are anticipated to be expended, there are no plans for any reallocation at the end of the year.

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The Department will review the year end cap expenditures with the Office of Budget Management, the Office of Financial Management and the Staff Development Advisory Committee to determine the cap for the 1996 program year.

Use of any other claiming methodologies for training expenses requiring a State share such as the AC-92 voucher will be applied toward the training cap. Costs allocated on the Schedule D-6 to the Low Income Day Care Program (for SFY 1995, this combines the At Risk, Low Income, and Child Care Development Block Grant day care programs) or the FSE&T 50% Federal 25% State share allocation are not counted towards the State share training cap. Costs allocated to the Title XX, Food Stamp Employment and training - 100% and HEAP programs on the Schedule D-6 do not have a State share and therefore were not counted toward the amount to be allocated. Any claims that exceed the State share cap will not be reimbursed. Districts will be reimbursed any applicable federal share.

You will receive, by mail, a copy of this LCM that includes your county's SFY 1995 training cap amount.

If you have questions about the fiscal impact of the cap, please contact Roland Levie for Regions I-IV at 1-800-343-8859 (OA# FMS001) or Marvin Gold for Region V at 212-383-1733 (OA# OFM270). If you have questions about the programmatic impact of the cap, please contact Bruce Muller at 518-474-5956 (OA# AY4200).

David P. Avenius
Deputy Commissioner
Division of Management Support
and Quality Improvement

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