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

Transmittal No: 96 LCM-75

Date: August 16, 1996

Division: Management Support  
and Quality  
Improvement

TO: Local District Commissioners

SUBJECT: Local District Training CAP

ATTACHMENTS: SFY 1996 Training CAP Amount (not available on-line)

The 1996-97 State Budget continues the CAP on the amount of State funds available to support local district training activities. This CAP is set at \$5 million for the 1996-97 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 methodology used to determine the 1996 training CAP resulted in a reduction for most upstate local districts. 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. For all upstate counties, 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 these 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. After the above formula is applied, New York City received the balance of funds of the \$5,000,000 CAP.

4. The Department will reallocate unspent funds at the end of the year, if there are any, to those districts exceeding their CAP on a per capita basis.

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 1997 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 1996, 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, via regular mail, a copy of this LCM, including your county's SFY 1996 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# 0FM270). If you have questions about the programmatic impact of the CAP, please contact Bruce Muller at 518-474-5956 (OA# AY4200).

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and Quality Improvement