

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |  
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-15

Date: July 22, 1999

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: Allocations for TANF & SNA Drug & Alcohol Assessments and  
the Availability of Funds to Operate an Enhanced Drug/Alcohol  
Program for TANF Recipients

ATTACHMENTS: I. Drug & Alcohol Assessments (not available on-line)  
II. Enhanced D&A Services Allocation Reconciliation &  
Anticipated Expenditures (not available on-line)  
III. Budget Worksheet (not available on-line)  
IV. 1998-1999 D&A Assessment Allocations (not available  
on-line)  
V. 1998-1999 Enhanced D&A Allocations (not available  
on-line)

I. INTRODUCTION

The Welfare Reform Act of 1997 established the availability of TANF block grant funds for the purpose of providing Drug and Alcohol assessment and enhanced services to families in receipt of Family Assistance. There was \$18 million in TANF funding appropriated in SFY 1997-98 and \$12 million in SFY 1998-99 to support assessment and enhanced treatment services. Additionally, the executive budget recommendation includes an appropriation of \$18 million for SFY 1999-2000; however, the amount of funding actually appropriated will not be known until the SFY 1999-2000 budget is in place. In addition to the TANF funds, there is also an appropriation of State funds for the purpose of assessing Safety Net clients for drug/alcohol problems.

The purpose of this release is to establish a basis for allocating monies to districts for ongoing assessment activities, continuation of current enhanced services and the establishment of new initiatives. In that a significant number of districts experienced start-up problems in round one of enhanced treatment funding, it is anticipated that a substantial portion of the enhanced funding will not be expended by 6/30/99. To establish need for funding and new allocations, it will be necessary to determine: the amount of unspent funds districts will have from their initial allocations and the amount of funds necessary for assessment and enhanced services for the period 7/1/99 - 6/30/00.

The SFY 1999-2000 State Budget is not yet enacted; however, recently passed emergency appropriations authorize continued expenditure of funds through September 15, 1999. Pending additional budget action, programs may continue to operate and claims may continue to be paid until September 1999. These actions will not affect the allocation periods referenced in the LCM. As indicated above, new allocations for the period beginning July 1999 will be established once local district responses to this LCM have been received.

II. REQUIRED ACTION

A. DRUG & ALCOHOL ASSESSMENT ALLOCATIONS

All Districts:

- 1. Complete Attachment I "TANF & SNA Drug and Alcohol Assessment Expenditures".

B. ENHANCED DRUG AND ALCOHOL SERVICES ALLOCATIONS

Currently Participating Districts:

- 1. Complete Attachment II, "Enhanced D&A Services Allocation Reconciliation and Anticipated Expenditures".
- 2. Complete Attachment III "Budget Worksheet".
- 3. Declare intent for program funding for the period 7/1/99 to 6/30/00 for TANF Enhanced Services.
- 4. If funding is requested, provide, at a minimum, a plan update, including a new budget work sheet. The funding request must be developed in consultation with the County Director of Mental Health, and the request must assure such. If significant changes are being made to the districts plan, a new plan must be provided. Districts will be required to demonstrate need for these funds by citing the number of families requiring services as indicated by:

| cases identified via the TANF (D&A) screening and assessment process;

| cases identified via other sources (i.e. Family & Children Services);

| cases identified via their employability plan that are required to participate in both D&A treatment and work activities.

New Districts Requesting Funding:

1. Complete plan in accordance with 98 LCM-14.  
Additionally, if the district wishes to incorporate a D&A/domestic violence component, it should be done in accordance with 98 LCM-39 guidelines.

III. FUNDING

Of the \$30 million appropriated for the first two years, we anticipate any unspent balances will be reappropriated and will be available for local district needs to support drug assessment and enhanced treatment activities. The first \$18 million has been allocated to local districts. However, it is possible that districts will not use the entire amount allocated. This LCM announces the availability of funding for the second round of assessment and enhanced treatment funds, and the actual amount awarded will be \$12 million (representing funds for 7/1/99 to 6/30/00), plus any funds from the first \$18 million (7/1/98 to 6/30/99 funds) that local districts did not spend or obligate during the first round. The total amount available will be determined based on the information we receive from local districts regarding their funding needs for enhanced treatment services and for drug assessment activities for the next year. Districts must establish need for these funds to be considered for funding. Need should be established by the district demonstrating the ability to implement a program and identifying the numbers of people to be served and cost of service. A separate funding opportunity for combined Domestic Violence/Drug and Alcohol services will not be offered as it was previously in 98 LCM-39. Districts interested in providing services to this target population should include this component in their enhanced drug and alcohol services plan. Subject to funding availability and local program requirements, it is this offices intent to fund districts at a minimum at year one levels. If districts establish a need and request additional funds, such requests will be reviewed and, to the extent possible, OTDA will provide the requested funding levels. Local district requests will be reviewed by an inter-agency team comprised of OTDA, DOL, OASAS, DOH and OCFS.

IV. FISCAL IMPLICATIONS

The administrative costs associated with treatment programs which provide drug/alcohol rehabilitation services to families should be reported as F17 function code expenditures and claimed on the Schedule D-17 "Distribution of Allocated Costs to Other Reimbursable Programs". Amounts claimed on the Schedule D-17 are transferred to a DSS-3922 form entitled, "Financial Summary For Special Projects" labelled "Enhanced Drug/Alcohol Services" and reported on the appropriate lines. Claiming instructions for the Schedule D-17 appear in Chapter 19 of Bulletin 143-b "Local Cost Allocation Manual".

For individuals who are otherwise eligible for TANF funding, the costs will be reported in the Total Column and claimed at 100% Federal Share. Reimbursement is available up to the limit of the approved project budget, State share reimbursement for Safety Net assessments will be outside the local district administrative cap. Districts will need to differentiate between year I and Year II costs. We recommend for the new 1999-2000 amount, districts use "Enhanced Drug/Alcohol Services II".

Any questions of a fiscal nature from Regions I through IV should be directed to Roland Levie at 1-800-343-8859, extension 4-7549; fiscal questions from Regions V and VI should be directed to Marvin Gold at (212)383-1733.

V. SUBMISSION OF PROPOSALS

A local social services district may submit a proposal individually or may collaborate with another neighboring district(s) and submit a combined plan. Plans should include the name and phone number of the individual(s) who we may contact if any questions arise in the review process and the individual who will be the contact person during the period of program operation. Districts must submit six (6) copies of their Plan/Plan Update. Plans must be submitted to:

Dale J. Peterson, Leader - Region III  
Office of Temporary and Disability Assistance  
Division of Temporary Assistance/11C  
40 North Pearl Street  
Albany, New York 12243

Plans\Plan Updates must be submitted by c.o.b. August 16, 1999, and no funds will be made available to a district until their Plan is approved for funding by this Office. If you have any questions, please contact your Regional Team representative.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance