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Local Commissioners Memorandum

Transmittal:	14-OCFS-LCM-05
To:	Local District Commissioners
Issuing Division/Office:	Strategic Planning and Policy Development Administration/Budget Management
Date:	June 9, 2014
Subject:	Federal Fiscal Year 2013-2014 Independent Living Allocations
Contact Person(s):	See Pages 4 and 5
Attachments:	Attachment A: District Allocations for the Chafee Foster Care Independence Program, 10/1/13 - 9/30/14
Attachments Available Online:	No

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to transmit to social services districts the Chafee Foster Care Independence Program (CFCIP) allocations from the Federal Fiscal Year (FFY) 2013-2014 funds. The allocations contained in Attachment A to this memorandum may be used for Independent Living (IL) services expenditures made October 1, 2013, through September 30, 2014, and claimed by March 31, 2015, and will be paid up to the amount of the allocation and subject to a 20 percent state/local match requirement. Unclaimed allocation amounts will be redistributed to other districts that have claims in excess of the allocation, or used to support the Office of Children and Family Services' (OCFS) activities related to the implementation of the Chafee Foster Care Independence Act, allowing New York State to maximize its use of funds available under this federal funding stream.

This memorandum also describes the methodology for determining the FFY 2013-2014 allocations.

This LCM advises local social services districts that they must be in compliance with all provisions set forth in 02-OCFS-LCM-05, issued on February 28, 2002, including the assurances made to the U.S. Department of Health and Human Services listed in Attachment B of that memorandum, to be eligible for reimbursement from CFCIP funds.

II. Allocation Methodology

The FFY 2013-2014 allocation for distribution to social services districts represents 97 percent of the total federal allocation to New York State, resulting in an allocation to districts of \$11,231,104. The remainder is being reserved by OCFS for two purposes: (1) to support IL services for youth in direct care in OCFS-operated facilities and rehabilitative services programs (districts are required to meet the IL services needs of eligible youth in OCFS custody placed in authorized voluntary agencies in the same manner and under the same criteria as youth in the custody of the commissioner of social services); and (2) to support OCFS activities related to the Chafee Foster Care Independence Act.

The allocation methodology for the FFY 2013-2014 CFCIP allocations to social services districts is comprised of two parts, taking into consideration the potential IL population and IL expenditures. Half of the available funds are allocated to districts based on each social services district's potential IL population, which is defined as youth 14 to 21 years of age in care on September 30, 2013. Each local district is allocated an amount equal to its proportion of the potential IL eligible population in relation to the total statewide potential IL eligible population. The remaining half of the allocation is based on each social services district's proportion of the total statewide IL claims received by March 31, 2014, applied against the FFY 2012-2013 allocations, including expenditures made after September 30, 2013. Each local district is allocated an amount equal to its proportion of the historical claims. The two parts are then added together to get each social services district's FFY 2013-2014 total CFCIP allocation, which appears in Attachment A.

This approach affords the greatest degree of stability to districts across program years, balancing population size with intensity of programming. OCFS, however, reserves the right to base future allocation methodologies on historical expenditures only.

Local social services districts are reminded that districts may claim expenditures for IL services that are directly provided by the local district staff to program recipients. These services are: academic support services, vocational training, independent living skills, and/or aftercare services. Districts are also reminded that within the service categories listed above, districts may also claim expenditures for independent living supports for youth. This would include, for example, expenditures for: caps and gowns and other costs associated with high school graduation; prom dresses; scholastic aptitude tests including SAT/ACT/PSAT (required for undergraduate admission to many colleges and universities); applications for admission to college or vocational training programs; examinations for attendance at a vocational training program; visits to colleges; clothing for job/college interviews; and car insurance. Districts are also reminded that they must

provide, and may claim for, Education and Vocational Training (Purchase of Service [POS] Type 85), Academic Support (POS Type 87) services, and Independent Living Skills (POS Type 84) training provided to children who are adopted from foster care at age 16 or older and children who leave foster care at age 16 or older for guardianship with a relative guardian who is receiving kinship guardianship assistance payments.

Any IL claims that exceed a district's Chafee IL allocation are subject to 62 percent state reimbursement, provided that the district meets its threshold requirement. Therefore, it is important that local social services districts submit all claims for the FFY 2013-2014 CFCIP funds.

III. Claiming

CFCIP expenditures are claimed on the Schedule RF-4, "Independent Living Program for Foster Care Children" (LDSS-3871). Refer to the Fiscal Reference Manual, Volume 2, Chapter 3, for instructions on completing the RF-4 claim. The Fiscal Reference Manual is available on the Office of Temporary and Disability Assistance intranet site at <http://otda.state.nyenet/bfdm/>.

CFCIP funds are available to provide reimbursement of 80 percent of a social services district's expenditures, up to the amount of the allocation. Districts may meet the 20 percent match for expenditures claimed under the CFCIP by use of in-kind and donated funds as described in 00-OCFS-LCM-32, Federal Fiscal Year 1999-2000 Independent Living Allocations. The 20 percent match for expenditures claimed under the CFCIP is eligible for 62 percent state reimbursement, subject to child welfare threshold requirements and performance or outcome based provisions.

For New York City, Close to Home (CTH) funds may be used to reimburse the non-federal share of Independent Living expenditures claimed on the RF-4 up to the unexpended amount of the CTH allocation. Expenditures must be claimed in column 3, Federal IL Eligible CTH, to receive reimbursement with CTH funds.

For expenditures exceeding the district's CFCIP allocation, social services expenditures are eligible for 62 percent state reimbursement, subject to the child welfare threshold requirements and performance or outcome-based provisions. Any donated funds or in-kind services that are a part of those expenditures and claimed for 62 percent state reimbursement are subject to special rules. Refer to Section V of 02-OCFS-LCM-05 and to 02-OCFS-LCM-20.

IV. Direct Charges

Effective July 1, 2003, the IL Program category was removed from the Schedule D-2 "Allocation for Claiming General Services Administration Expenditures" (LDSS-2347-B). District spending for IL services is now accounted for outside of the State Local

social services districts may claim expenditures for IL services (academic support services, vocational training, independent living skills, and/or aftercare services) that are directly provided by the local district staff to program recipients. These expenditures should be claimed on Schedule D “DSS Administrative Expenses Allocation and Distribution by Function and Program,” as an F30 function. From the F30 function, the local districts should report these expenditures in the proper category of service on the Schedule RF-4.

Local district administration costs related to IL cases are considered regular foster care administration (Title IV-E or Non-Title IV-E eligible). Therefore, these costs should not be reported on the Schedule RF-4.

V. Additional Information

Section 477(b)(3)(A) of the Social Security Act requires states to certify that they will provide assistance and federally funded CFCIP services to youth who have left foster care because they have attained the age of 18, see also 42 U.S.C.A. § 677(b)(3)(A). Therefore, if a youth (between the ages of 18 and 21) formerly in foster care moves from the state in which he or she aged out of foster care to another state, he or she is eligible for independent living services in the new state, so long as he or she left foster care because of attaining the age of 18. If a youth meets this eligibility criterion, the independent living services must be paid for by the district where the youth resides. The district must treat the youth as it would any other youth who is eligible to receive CFCIP services in New York State.

Additional information can be found at:
Health and Human Services Child Welfare Policy Manual, Chapter 3 - Independent Living.

VI. Contact Names

General questions about IL services should be directed to your OCFS regional office:

BRO – Dana Whitcomb; (716) 847-3145; Dana.Whitcomb@ocfs.ny.gov

RRO – Karen Buck; (585) 238-8549; Karen.Buck@ocfs.ny.gov

SRO – Sara Simon; (315) 423-1200; Sara.Simon@ocfs.ny.gov

ARO – Kerri Barber; (518) 486-7078; Kerri.Barber@ocfs.ny.gov

SVRO – Yolanda Désarmé; (845) 708-2499; Yolanda.Dearme@ocfs.ny.gov

NYCRO – Raymond Toomer; (212) 383-1788; Raymond.Toomer@ocfs.ny.gov

Bureau of Indian Affairs; Heather LaForme; (716) 847-3123;
Heather.LaForme@ocfs.ny.gov

Questions pertaining to ***claiming*** should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services:

Regions I-V: Edward Conway (518) 474-7549
Edward.Conway@otda.ny.gov

Region VI: Michael Simon (212) 961-8250
Michael.Simon@otda.ny.gov

Questions pertaining to the ***allocations*** should be directed to:

Gabrielle R. Ares, Director, Bureau of Budget Management (518) 474-1361
Gabrielle.Ares@ocfs.ny.gov

/s/ Rayana Gonzales

Issued By:

Name: Rayana Gonzales

Title: Director of Policy Analysis

Division/Office: Strategic Planning and Policy Development

/s/ Derek Holtzclaw

Issued By:

Name: Derek Holtzclaw

Title: Associate Commissioner for Financial Management

Division/Office: Administration

ATTACHMENT A

**DISTRICT ALLOCATIONS
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP) FUNDS
10/1/13 to 9/30/14**

District	Allocation	District	Allocation
Albany	83,788	Orange	165,030
Allegany	15,279	Orleans	14,485
Broome	99,568	Oswego	31,108
Cattaraugus	17,748	Otsego	13,568
Cayuga	18,569	Putnam	8,272
Chautauqua	32,985	Rensselaer	62,666
Chemung	29,279	Rockland	53,051
Chenango	17,997	St. Lawrence	56,220
Clinton	26,364	Saratoga	27,800
Columbia	92,606	Schenectady	78,508
Cortland	22,281	Schoharie	21,189
Delaware	20,686	Schuyler	3,983
Dutchess	67,694	Seneca	6,435
Erie	529,067	Steuben	29,771
Essex	10,774	Suffolk	268,067
Franklin	28,366	Sullivan	51,070
Fulton	17,293	Tioga	15,395
Genesee	32,274	Tompkins	59,121
Greene	15,278	Ulster	76,813
Hamilton	-	Warren	11,458
Herkimer	31,731	Washington	13,639
Jefferson	17,138	Wayne	6,827
Lewis	5,812	Westchester	453,349
Livingston	12,190	Wyoming	19,233
Madison	16,645	Yates	8,679
Monroe	239,820	St. Regis Mohawk	3,448
Montgomery	13,658		
Nassau	149,202	Upstate Totals	3,600,224
Niagara	50,263		
Oneida	113,373	New York City	7,630,880
Onondaga	197,232		
Ontario	16,082	Statewide Totals	11,231,104