



Andrew M. Cuomo
Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	14-OCFS-LCM-08
To:	Local District Commissioners
Issuing Division/Office:	Child Welfare and Community Services Administration
Date:	June 12, 2014
Subject:	SFY 2014-15 Enhanced CPS Funds
Contact Person(s):	See page 4
Attachments:	Attachment A: SFY 2014-2015 Allocation Amount Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios Attachment C: Comparable Groups
Attachments Available Online:	No

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts of the availability of \$757,200 of Local Assistance General Funds in the State Fiscal Year (SFY) 2014-15 Enacted Budget for the improvement of child protective services staff-to-client ratios. This LCM also provides information on each social services district's allocation, the allocation methodology, how districts may use the funds, and planning and claiming requirements.

II. Background

Chapter 53 of the Laws of 2014 appropriates additional state aid to reimburse 100 percent of social services districts expenditures related to the improvement of staff-to-client ratios in local districts' child protective services workforces including the hiring of new staff to increase the number of caseworkers and supervisory staff in the local district child protective services workforce. Districts must certify that they will not be using these funds to supplant other state and local funds, and that claims for reimbursement under this

appropriation will not be submitted for the same type and level of funds covered by any other state or locally authorized appropriations.

III. Program Implications

Districts eligible to receive funds can only use the funds to hire additional CPS caseworkers and/or supervisors in SFY 2014- 15. These funds are intended to help social services districts achieve, or move closer to achieving, the recommended CPS caseload size of 12 active investigations per month. The funds are also intended to bolster the supervision available to CPS caseworkers. These funds are intended to serve as an incentive, providing seed funding to encourage social services districts to increase their CPS staff over the long term. As such, the expectation is that any staff added by this special appropriation will be funded by regular child welfare funding mechanisms in subsequent years.

Attachment A provides the amount of funding allocated to each social services district. A district is qualified to receive an allocation if: 1) the percentage of caseworkers with a workload of more than 15 reports per month was 30 percent or more as of March 31, 2014, and 2) the percentage of overdue report determinations for the district was more than 30 percent as of March 31, 2014, as noted on the March 2014 Child Protective Performance Report.

If eligible, a small district will receive \$57,440, a medium district - \$90,000, and a large district - \$200,000. District size for this purpose is based on the Comparable Groups as noted in Attachment C. Comparable groups were established to permit meaningful comparison between counties with similar child welfare populations.

In order to receive the allocated funds, social services districts must complete Attachment B, "Certification Re: Non-Supplantation and Plan." Funds for hiring additional staff must only be used for the cost of salary and fringe benefits, and must be spent by March 31, 2015.

To receive the funds, social services districts must submit plans to their respective Regional Office **by July 11, 2014**, that include the following information:

- The position(s) for which the allotted funds will be used (indicate if full time, part time or per diem) and the estimated time frames as to when the position(s) is/are expected to be approved by the necessary local government authorities, and when it is anticipated that the new staff will be hired (a letter from the chief executive officer and/or the chief elected official of the county is encouraged). OCFS's preference is for the approval and hiring to occur quickly;
- **The projected performance or outcome measures for: 1) the reduction in the workload of the average worker that was noted on the Child Protective Performance Report as of March 31, 2014, and/or 2) the reduction of the**

district's percentage of overdue report determinations that was noted as of March 31, 2014, and the time frames for the reductions.

Districts receiving an allocation will be required to provide by April 30, 2015, a year-end summary of their performance and progress toward meeting the target of reduced reports per caseworker and reduced overdue determinations.

IV. Fiscal and Claiming

There is \$757,200 in Local Assistance General Funds in the SFY 2014-15 Budget for expenditures related to the improvement of staff-to-client ratios in the local district child protective services workforce. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning April 1, 2014, and ending March 31, 2015. As these funds are 100 percent state reimbursed, no additional federal revenues can be claimed based on any expenditure reimbursed by this funding.

NOTE: The staff funded by this initiative cannot be included in the Random Moment Survey (RMS) universe for those districts in the RMS for social services programs.

Reimbursement is 100 percent state share, up to the amount of the district's allocation. These project expenditures should be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs (Other Reimbursable Programs) and reported on the Schedule D, "DSS Administrative Expense Allocation and Distribution by Function and Program" (LDSS-2347), in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label "Enhanced CPS SR8" on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs." Salary and fringe benefit costs of staff outside of RMS may be directly charged to the RF17 claim package. Non-salary administrative costs are reported with the appropriate object of expense(s) on the LDSS-923B Summary-Administrative (page 1) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs." Total project costs and shares should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)." Please note that the associated A-87 costs are not reimbursable from state funds and therefore are 100 percent local share.

Expenditures must be made by March 31, 2015, and claims must be submitted no later than June 30, 2015. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation.

The Schedule D and RF17 claim package are found in Chapters 7 and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at <http://otda.state.ny.net/bfdm/finance/>.

V. Contact Persons

Any programmatic questions should be addressed to the appropriate Division of Child Welfare and Community Services regional office.

BRO – Dana Whitcomb	(716) 847-3145	Dana.Whitcomb@ocfs.ny.gov
RRO – Karen Buck	(585) 238-8201	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 Desarme	(914) 708-2499	Yolanda.Desarme@ocfs.ny.gov
NYCRO – Raymond Toomer	(212) 383-1788	Raymond.Toomer@ocfs.ny.gov

Any claiming questions should be directed to:
Regions I - V: Edward Conway (518) 474-7549
E-mail – Edward.Conway@otda.ny.gov

/s/ Laura M. Velez

Issued By:
Name: Laura M. Velez
Title: Deputy Commissioner
Division/Office: Child Welfare and Community Services

/s/ Derek Holtzclaw

Issued By:
Name: Derek Holtzclaw
Title: Associate Commissioner for Financial Management
Division/Office: Administration

Attachment A
SFY 2014-15 Allocation Amounts

District	Allocation
Cattaraugus	\$90,000
Clinton	\$90,000
Columbia	\$57,440
Delaware	\$57,440
Erie	\$200,000
Franklin	\$57,440
Herkimer	\$57,440
Montgomery	\$57,440
Sullivan	\$90,000
Total	\$757,200

Attachment B

Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios (due by July 11, 2014)

This is to certify that _____ social services district will use the allocation of these funds authorized by Chapter 53 of the Laws of 2014 in the amount of \$_____ to improve staff-to-client ratios in the local district child protective services workforce.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation, except to fund expenditures to continue or expand activities that were funded with the State fiscal year 2014-15 appropriation enacted for this purpose.

Plan for use of funds: (check all that apply)

- Hiring one or more new child protective services caseworkers
- Hiring one or more new child protective services supervisors

Narrative explanation – Please describe your plan for hiring staff, including date of hire and projected date they will begin their job duties, and how you will plan to sustain the staff hired through this funding.

Complete the targeted performance measures noted below that the social services district expects to realize as a result of these funds.

Number of workers with more than 15 reports as of 3/31/14 was _____

Goal -Number of workers with more than 15 reports as of 3/31/15 will be _____

Percent of reports with overdue determinations as of 3/31/14 was _____

Goal -Percent of reports with overdue determinations as of 3/31/15 will be _____

Signature and Title:

Attachment C
COMPARABLE GROUPS

Comparable Groups were established to permit meaningful comparison between counties with similar child welfare populations. In 2013, the comparable groups were revised based on an analysis of child welfare data for 2011. The county variables analyzed were:

This classification is based on census 2010 child population: children 0-17 years of age.

- This classification is updated cluster analysis based on the following indicators:
- (a) total number of children with preventive and/or protective services cases open as of 12/31/11;
- (b) total number of CPS/FAR reports during calendar year 2011; and
- (c) total number of children admitted to foster care during calendar year 2011.

Comp. Group 1			Comp. Group 2		
Allegany	Hamilton	Schuyler	Broome	Madison	Steuben
Chenango	Herkimer	Seneca	Cattaraugus	Niagara	Sullivan
Columbia	Lewis	Tioga	Cayuga	Ontario	Ulster
Cortland	Livingston	Tompkins	Chautauqua	Oswego	Washington
Delaware	Montgomery	Warren	Chemung	Rensselaer	Wayne
Essex	Orleans	Wyoming	Clinton	Rockland	
Franklin	Otsego	Yates	Dutchess	Saratoga	
Genesee	Putnam		Fulton	Schenectady	
Greene	Schoharie		Jefferson	St. Lawrence	

Comp. Group 3	
Albany	Suffolk
Erie	Westchester
Monroe	
Nassau	
New York City	
Oneida	
Onondaga	
Orange	