

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 99 OCFS LCM-12

Date: March 29, 1999

Division: Human Resources
Development

TO: Local District Commissioners

SUBJECT: Local District Training -
Maximum State Reimbursement Ceiling

ATTACHMENTS: SFY 1998 State Share Ceiling Amount
(not available on-line)

The purpose of this Local Commissioners Memorandum is to communicate maximum State share reimbursement ceilings for local district training claims for the period January 1 to December 31, 1998.

Available Funding

The State Fiscal Year (SFY) 1998-99 State Budget provides up to \$5.75 million to support local district training activities. These funds are available to provide State reimbursement for local district training claims during calendar year 1998. This represents an increase of \$750,000 (15 percent) over the previous year's funding level. The amount of available State funds does not affect the availability of Federal reimbursement.

To limit State reimbursement to the amount appropriated, it is necessary to establish a reimbursement ceiling for each district. The attached ceilings were developed using the State share ceilings, established for calendar 1997, which totaled \$5.0 million, as a base.

Districts that claimed below the ceiling for the 1998 calendar year will be fully reimbursed for the State share claimed. The amounts not claimed by districts that were under their ceilings, along with the additional \$750,000 that was appropriated in the SFY 1998-99 Budget have been allocated to districts that claimed in excess of their established ceilings based on each

district's prorated share of the total overclaim. Any applicable Federal share for allowable training costs claimed on the Schedule D-6 will be reimbursed to districts regardless of the availability of State funds.

Claiming Instructions

Local districts should continue to use the Schedule D-6 process to claim reimbursement of the State share for training staff salaries, fringe benefits, other training, overhead expenses and the costs for local district contracts. Claiming instructions are contained in Chapter 13 of the Local District Cost Allocation - Manual Bulletin 143b. No other claiming methodology is allowed.

As always, costs allocated on the Schedule D-6 to any Day Care funding stream, Title XX, Food Stamp Employment and Training and Home Energy Assistance Program are not counted toward the State share ceiling.

You will receive, a copy of this LCM, including your county's calendar year 1998 Maximum State Reimbursement Ceiling via regular mail.

If you have any questions about the fiscal impact of the reimbursement ceiling, 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).

Melvin I. Rosenblat
Deputy Commissioner for Administration

cc: Staff Development Coordinators