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## Local Commissioners Memorandum

<b>Transmittal:</b>	08-OCFS-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Strategic Planning & Policy Development
<b>Date:</b>	September 5, 2008
<b>Subject:</b>	<b>Guidelines and Instructions for Preparing Child and Family Services Plan Annual Plan Update</b>
<b>Contact Person(s):</b>	See Technical Assistance Contacts, Page 4
<b>Attachments:</b>	Strategic Component – Child and Family Services Plan Administrative Component – Youth Bureau Administrative Component – Department of Social Services PINS Diversion Plan Child Care Technical Assistance
<b>Attachment Available On – Line:</b>	Yes. All templates may be accessed individually at: <a href="http://ocfs.state.nyenet/policies/external/08-OCFS-LCM-13_docs.asp">http://ocfs.state.nyenet/policies/external/08-OCFS-LCM-13_docs.asp</a>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide the guidelines for the Annual Plan Update (APU) for the required county Child and Family Services Plan (CFSP). These guidelines are being provided separately and simultaneously to County Youth Bureaus and County Probation Departments. The APU is due October 15, 2008. Through this APU, counties report on progress in implementing their current CFSP and make any necessary changes to their CFSP for the remaining period of their plan. The current CFSP covers the period January 1, 2007, through December 31, 2009. County Youth Bureaus and Local Departments of Social Services (LDSS) are required by statute to develop and submit to the State local multi-year plans for the provision of services and the allocation of resources. This CFSP also includes the required PINS Diversion Plan which is developed by LDSS, County Youth Bureaus and County Probation Departments.

## II. Background

OCFS is committed to assisting counties in having a local collaborative planning process.

The guidelines enclosed reflect the following principles and objectives:

- to support and acknowledge a local collaborative planning process inclusive of broad stakeholder involvement;
- to encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- to clarify consistent planning expectations for counties;
- to support a process that focuses on outcomes for children, youth, families, adults and communities;
- to support the important respective administrative roles and responsibilities of County Youth Bureaus and Departments of Social Services.

The Annual Plan Update Guidelines are based on existing requirements. The format and language are consistent with the current three-year plan guidelines and are intended to make the process more efficient.

In February 2008, OCFS held a statewide conference call with counties, soliciting their input on the county planning process and plan document. That was followed up by a request for that feedback in writing. Input from those efforts has been incorporated here and will be considered for future improvements to the county planning process.

OCFS continues to develop its website for submission and review of county plans. The current county CFSPs are in this site for OCFS internal use. We are working to resolve technical issues to make access available to all counties for the next planning cycle.

Some limited new requirements from regulation or statutes have been added since the CFSP Three Year Guidelines were released May 23, 2006. Those new requirements are:

- The need for counties to report on their use of performance- or outcome-based provisions for preventive services. For contracted services, language has been added to the Administrative Component LDSS under sections I. b and II. (For directly provided services, the Strategic Component incorporates those requirements)
- In the area of Child Care, the following changes are needed. OCFS regulations pertaining to responsibility for enrollment of legally-exempt child care providers have been amended and State Fiscal Year 08/09 allocations have been issued. This necessitates the replacement of G-1, Administration. An amendment to Social Services Law, section 410-w (4) (a), expanded the definition of Child Care In Lieu of Temporary Assistance. This resulted in a specific number of work hours required for eligibility and removed the county option to propose a higher number of hours. This will require a replacement of G-3. However, since no county chose this option, the Division of Child Care Services will modify the G-3 for each county to reflect the removal of the option and will send a revised G-3 to each county. Counties will not need to resubmit the G-3 unless they wish to change one of the other parts of the G-3. If you propose a

change to the G-3, please use the replacement G-3 that will be provided to each county prior to the due date for the APU.

### **III. Program Implications**

#### Annual Plan Update Guidelines (attached)

The Annual Plan Update guidelines included here are:

- Strategic Component
- Administrative Component – Youth Bureau
- Administrative Component – Department of Social Services
- PINS Diversion Services

#### Submission Date

All components of the APU are due to OCFS October 15, 2008. Each county should mail in one original copy of its completed APU **and** email one electronic copy.

Please clearly number all pages.

#### **The original copy should be mailed to:**

County Plans  
Administrative Operations  
Division of Child Welfare and Community Services  
NYS Office of Children and Family Services  
52 Washington Street, Room 321N  
Rensselaer, New York 12144

The electronic copy should be mailed to: [Anne.Johnson@ocfs.state.ny.us](mailto:Anne.Johnson@ocfs.state.ny.us)

If a county is unable to meet the deadline, an extension may be requested. Requests for extensions should be submitted to Regional Offices (see list below). OCFS is committed to improving the approval process to have APUs approved in a timely manner.

#### Templates (optional)

Templates have been created for each part of the CFSP APU. These templates correspond to the narrative sections of the plan and each appendix. This will allow counties to complete their work in an existing named document. The purposes of the use of templates is to facilitate electronic submission, prompt complete submission of all documents, improve the timely review process, and enhance the ability to find and share information contained in county plans.

The use of templates for the submission of this APU is *optional*. Counties should expect that the use of templates for the next plan submission for the 2010-2012 planning cycle will be required. These templates are being provided so counties may choose to use these for their plan document

now. Documents that include both the templates and associated instructions are available online along with this LCM at the OCFS internet site under External Policies, Local Commissioners Memorandum at <http://www.ocfs.state.ny.us/main/policies/external/>. *Individual* templates can be accessed at this link: [http://ocfs.state.nyenet/policies/external/08-OCFS-LCM-13\\_docs.asp](http://ocfs.state.nyenet/policies/external/08-OCFS-LCM-13_docs.asp)

### Technical Assistance Contacts

The staff in the regional offices of the Division of Child Welfare and Community Services and the regional offices of the Office of Youth Development listed below continue to be available and involved on an ongoing basis.

#### Regional Office – Child Welfare and Community Services (CWCS)

BRO	Mary Miller	(716) 847-3145	<a href="mailto:Mary.Miller@ocfs.state.ny.us">Mary.Miller@ocfs.state.ny.us</a>
RRO	Linda Kurtz	(585) 238-8200	<a href="mailto:Linda.Kurtz@ocfs.state.ny.us">Linda.Kurtz@ocfs.state.ny.us</a>
SRO	Jack Klump	(315) 423-1200	<a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a>
ARO	Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.state.ny.us">Kerri.Barber@ocfs.state.ny.us</a>
NYCRO	Patricia Beresford	(212) 383-1788	<a href="mailto:Patricia.Beresford@ocfs.state.ny.us">Patricia.Beresford@ocfs.state.ny.us</a>
SVO	Pat Sheehy	(845) 708-2498	<a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a>

#### Regional Office – CWCS Youth Development

BRO	Christine Garmon-Salaam	(716) 847-3331	<a href="mailto:Christine.Garmon-Salaam@ocfs.state.ny.us">Christine.Garmon-Salaam@ocfs.state.ny.us</a>
	Joe Proietti	(716) 847-3860	<a href="mailto:Joseph.Proietti@ocfs.state.ny.us">Joseph.Proietti@ocfs.state.ny.us</a>
RRO	Lydia Dzus	(585) 238-821	<a href="mailto:Lydia.Dzus@ocfs.state.ny.us">Lydia.Dzus@ocfs.state.ny.us</a>
SRO	Denise Dyer	(315) 423-5432	<a href="mailto:Denise.Dyer@ocfs.state.ny.us">Denise.Dyer@ocfs.state.ny.us</a>
	Thomas Mitchell	(315) 423-5491	<a href="mailto:Thomas.Mitchell2@ocfs.state.ny.us">Thomas.Mitchell2@ocfs.state.ny.us</a>
ARO	Larry Hayes	(518) 473-8866	<a href="mailto:Larry.Hayes@ocfs.state.ny.us">Larry.Hayes@ocfs.state.ny.us</a>
	Matt Beck	(518) 473-2543	<a href="mailto:Matt.Beck@ocfs.state.ny.us">Matt.Beck@ocfs.state.ny.us</a>
	Lynda Fleurismond	(518) 402-3715	<a href="mailto:Lynda.Fleurismond@ocfs.state.ny.us">Lynda.Fleurismond@ocfs.state.ny.us</a>
NYCRO	Gail Branch-Muhammad	(212) 383-4705	<a href="mailto:Gail.Branch-Muhammad@ocfs.state.ny.us">Gail.Branch-Muhammad@ocfs.state.ny.us</a>
	Sonia Tate	(212) 383-4704	<a href="mailto:Sonia.Tate@ocfs.state.ny.us">Sonia.Tate@ocfs.state.ny.us</a>
SVO/LIRO	Princella Stover	(516) 564-4445	<a href="mailto:Princella.Stover@ocfs.state.ny.us">Princella.Stover@ocfs.state.ny.us</a>

In addition, questions on additional content areas may be directed to:

- Detention Services – Theresa Portelli, (518) 473-4630; [Theresa.Portelli@ocfs.state.ny.us](mailto:Theresa.Portelli@ocfs.state.ny.us)
- Child Care – Amy Ryan, (518) 474-9620; [Amy.Ryan@ocfs.state.ny.us](mailto:Amy.Ryan@ocfs.state.ny.us)
- Domestic Violence – Pamela Jobin, (518) 402-6766; [Pamela.Jobin@ocfs.state.ny.us](mailto:Pamela.Jobin@ocfs.state.ny.us)
- Adult Services – Paula Vielkind, (518) 474-9590; [Paula.Vielkind@ocfs.state.ny.us](mailto:Paula.Vielkind@ocfs.state.ny.us)
- Program Information – Robert Dick, (518) 474-3475; [Robert.Dick@ocfs.state.ny.us](mailto:Robert.Dick@ocfs.state.ny.us)

### **Issued By:**

*/s/ Nancy W. Martinez*

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Name: Nancy W. Martinez  
 Title: Director  
 Division/Office: Strategic Planning & Policy Development