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*Governor*

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

**Gladys Carrión, Esq.**  
*Commissioner*

## **Administrative Directive**

<b>Transmittal:</b>	09-OCFS-ADM-02
<b>To:</b>	Local District Commissioners New York City Department of Juvenile Justice
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	February 3, 2009
<b>Subject:</b>	Per Diem Chargeback Rates for OCFS-Operated Facilities and Programs – Interim Calendar Year (CY) 2008 Rates for January 1, 2008, through December 31, 2008
<b>Suggested Distribution:</b>	Directors of Services Accounting Supervisors
<b>Contact Person(s):</b>	See Section VI. Other
<b>Attachments:</b>	Interim CY2008 Per Diem Chargeback Rates
<b>Attachments Available Online:</b>	Yes

### **Filing References**

<b>Previous ADMs/INFs</b>	<b>Releases Canceled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
			Section 529 of Executive Law		

### **I. Purpose**

The purpose of this Administrative Directive (ADM) is to publish Interim Chargeback Rates in effect for Calendar Year (CY) 2008 for care provided to youth placed in facilities operated by the Office of Children and Family Services (OCFS).

All initial CY2008 bills for youth in OCFS-operated facilities and programs will be based on Interim CY2008 Rates, until the CY2008 period is reconciled based on finalized rates for CY2008.

## II. Background

Chargeback rates for OCFS-operated facilities are used for billing the care provided to youth placed in residential programs directly operated by OCFS. Rates used for such billing purposes are initially calculated and billed as “interim rates” subject to a reconciliation of the actual expenditures for each operating period. Localities are required to make payments based on interim rates that are charged to them on a quarterly basis in the OCFS quarterly cost-of-care bills. When “final rates” are determined for each level of care for a prior period, bills that reconcile the differences between interim and final rates approved for prior periods are issued to localities for care provided to youth during those periods.

## III. Program Implications

Interim rates for CY2008, as specified in this ADM, have been approved in accordance with Section 529 of the Executive Law. These rates will be used as the basis for all interim rate billings of the cost of care for youth placed in OCFS-operated facilities and programs during CY2008.

## IV. Required Action

Interim CY2008 Chargeback Rates

Localities will be billed at CY2008 Interim Rates in accord with the schedule below.

### CY2008 Interim Rate Bill Schedule

Billing Year	Billing Qtr	Billing Type	Anticipated Billing Month
CY2008	Qtr 1*	Interim	January 2009
CY2008	Qtr 2	Interim	February 2009
CY2008	Qtr 3	Interim	March 2009
CY2008	Qtr 4	Interim	April 2009

\* Adjustments based on Final Rates for CY2002, CY2003, CY2004, CY2005, and CY2007 will be included in the 1<sup>st</sup> quarter bill for CY2008.

Payments or correspondence about bills should be directed as follows:

NYS Office of Children and Family Services  
Bureau of Financial Operations / Accounting Unit  
52 Washington St., South Bldg. Room 204  
Rensselaer, New York 12144

## V. Systems Implications

The newly developed Case Management Automation Project (CMAP) system tracks youth placed in the care and custody of OCFS, and that includes a fiscal component to support the quarterly billings to localities for youth placed in OCFS-operated facilities and programs. Enhancements have been made in CMAP to allow the electronic distribution of the bill. If additional staff need to be added to the distribution list, please e-mail that list to the following address: [ocfs.sm.bfo.finance@ocfs.state.ny.us](mailto:ocfs.sm.bfo.finance@ocfs.state.ny.us)

## VI. Other

Contacts for questions about the issues related to this ADM are as follows:

For questions concerning rate-related issues, please contact Emily Stewart, OCFS Rate Setting, at 518-474-2812, or Ed Tang, OCFS Rate Setting, at 518-474-9737. These individuals can also be contacted by e-mail as follows: [Emily.Stewart@ocfs.state.ny.us](mailto:Emily.Stewart@ocfs.state.ny.us) or [Edward.Tang@ocfs.state.ny.us](mailto:Edward.Tang@ocfs.state.ny.us)

For placement-related questions about specific youth, please contact Ralph Morano of the Bureau of Classification and Movement at (518) 486-4642, or by e-mail as follows: [Ralph.Morano@ocfs.state.ny.us](mailto:Ralph.Morano@ocfs.state.ny.us)

For payment questions, please contact Mark Sullivan of the Bureau of Financial Operations at (518) 486-6973, or by e-mail as follows: [Mark.Sullivan@ocfs.state.ny.us](mailto:Mark.Sullivan@ocfs.state.ny.us)

Copies of this ADM should be shared with accounting supervisors and other staff associated with these programs.

## VII. Effective Date

This directive is effective as of the date of its issuance.

*/s/ Thomas S. Tipple*

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**Issued By:**

Name: Thomas S. Tipple  
Title: Deputy Commissioner  
Division/Office: Administration

**Attachment****Interim Calendar Year 2008 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	426.74
2	Limited Secure Residential Services	475.48
3	Non-Community Based Residential Services	521.00
4	Community Residential Homes	648.26
5	Family Foster Care	103.64
6	Evening Reporting Centers	253.22

**Interim Calendar Year 2008 - Title IV-E Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Title IV-E Per Diem Rates</b>
3	Non-Community Based Residential Services	395.38
4	Community Residential Homes	611.28
5	Family Foster Care	95.74