



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Acting Commissioner

Local Commissioners Memorandum

Transmittal:	15-OCFS-LCM-14
To:	Local Social Services District Commissioners Directors of Services Youth Bureau Directors County Probation Directors
Issuing Division/Office:	Child Welfare and Community Services
Date:	November 3, 2015
Subject:	Guidelines and Instructions for Preparing the Child and Family Services Plan Update
Contact Person(s):	See Technical Assistance Contacts on Page 3
Attachments:	Child and Family Services Plan, instructions and log-in for templates: http://ocfs.state.nyenet/cfsp/login.asp This website is not available to the public. Appropriate permission is required to access the site.

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSS) for the completion of the required Annual Plan Update (APU) for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus and county probation departments. The APU is due January 31, 2016. Through this APU, LDSSs will report on any changes being implemented in their current CFSP and make any necessary changes to the CFSP for the remaining period of their plan. County youth bureaus and LDSSs are required by statute to develop and submit to New York State local multi-year plans for the provision of services and the allocation of resources, including the required Persons in Needs of Supervision (PINS) Diversion Plan that is developed by LDSSs, county youth bureaus, and county probation departments.

II. Background

The county planning process is designed to promote the following principles and objectives:

- Support and acknowledge a local collaborative planning process that includes broad stakeholder involvement;
- Encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- Clarify required planning expectations for counties;
- Support a process that focuses on outcomes for children, youth, families, adults and communities;
- Support the important respective administrative roles and responsibilities of county youth bureaus and departments of social services; and
- Streamline and improve the design of each county's plan.

III. Program Implications

Local departments of social services are required to submit the APU electronically using the Appendix templates that can be found on the Office of Children and Family Services (OCFS) intranet site under the Child and Family Services Plan page. To access the CFSP appendix templates and the instructions directly, use the following link: <http://ocfs.state.nyenet/cfsp/login.asp>

The Appendix templates are now stand-alone templates and must be used to record any changes to your county plan. There are several appendix templates that are required to be updated annually; they are listed below.

Required appendices include:

- Table of Contents
- Signature/Attestation/Waiver – Appendix A
- Plan Program Narrative
- Program Matrix – Appendix F
- Persons in Need of Supervision (PINS) Diversion Services – Appendix V

All other appendix templates are only submitted if changes are being made to the existing five-year plan. This includes any changes made to the public participation process as described in Appendices B-1 through B-6.

The narrative sections for the Program Narrative and Appendix V - Persons in Need of Supervision (PINS) Diversion Services will be populated with the narrative from last year's update for your reference. Your 2016 updates to both of these appendices need to be bolded.

Program Narrative

You are required to provide an update for each program area in the Plan Program Narrative Section. **The updates must be bolded.** You should include a description of what has transpired over the past year, what outcomes you have reached, what outcomes you are planning for in the upcoming year, an update on the strategies you have implemented (i.e., Are they effective? Will you continue with them? Will you eliminate them?), and a description of what new strategies you will be implementing to improve the outcomes for each program area.

If you are proposing amendments to your plan that reduce services, change fees, or change eligibility standards, you must publish the amendment for public comment and present it to your local advisory council prior to submitting the APU. You must then include a description of the plan amendment and the public participation process in the Plan Program Narrative. You do not need to complete Appendix E – Public Hearing for the APU although OCFS reserves the right to require that a public hearing be held in cases of significant program change.

The layout of the Plan Program Narrative has been revised to allow for ease of use. It is now organized by program area, (Child Protective, Foster Care, Adoption, etc.); under each program area please record the self-assessment, outcomes, and strategies that apply to that area.

All annually required appendix templates and as well as any other templates with updates are due to OCFS by January 31, 2016. Each county is required to electronically submit its APU. Hard copies are no longer necessary. The original signed signature page should be maintained by the county in its records with a copy being sent to your OCFS Regional Office.

Technical Assistance Contacts

Staff from the Regional Offices and program areas listed below is available to assist you.

Regional Office – Child Welfare and Community Services (CWCS)

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
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 SVRO - Yolanda Desarme, (845) 708-2498; Yolanda.Desarme@ocfs.ny.gov

Questions on content areas may be directed to:

Child Care – Michael A. Miller, (518) 408-3395; Michael.Miller@ocfs.ny.gov
 Domestic Violence – Pamela Jobin, (518) 402-6766; Pamela.Jobin@ocfs.ny.gov
 Adult Services – Paula Vielkind, (518) 474-9590; Paula.Vielkind@ocfs.ny.gov
 PINS – Robert Dick, (518) 474-3475; Robert.Dick@ocfs.ny.gov
 Youth Development – Matt Beck (518) 402-3296; Matt.Beck@ocfs.ny.gov

/s/ Laura M. Velez

Issued By:

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