



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	16-OCFS-LCM-06
<b>To:</b>	Commissioners of Social Services
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	May 3, 2016
<b>Subject:</b>	<b>SFY 2016-17 Enhanced Child Protective Services (CPS) Funds</b>
<b>Contact Person(s):</b>	See pages 3-4
<b>Attachments:</b>	Attachment A: SFY 2016-17 Allocation Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff to Client Ratios Attachment C: Comparable Groups

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local social services districts (districts) of the availability of \$758,000 of Local Assistance General Funds in the State Fiscal Year (SFY) 2016-17 Enacted Budget for the improvement of child protective services staff-to-client ratios. This LCM also provides information on each 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 2016 appropriates additional state aid to reimburse 100 percent of districts expenditures related to the improvement of staff-to-client ratios in CPS workforces, including the hiring of new staff to increase the number of caseworkers and supervisory staff in their CPS 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 use the funds to hire additional CPS caseworkers and/or supervisors in SFY 2016-17 or to offer overtime. These funds are intended to help districts achieve, or move closer to achieving, the recommended CPS caseload size of 12 active reports 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 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 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 February 2016, and 2) the percentage of overdue report determinations for the district was 30 percent or more as of February 2016, as noted on the March 4, 2016, *Child Protective Performance Report*.

If eligible, a small district will receive \$50,000, a medium district \$64,000, and a large district \$120,000. 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." Districts must indicate on the form how they will utilize these funds. Funds for hiring additional staff must only be used for the cost of salary and fringe benefits, and must be spent by March 31, 2017.

To receive the funds, districts must submit plans to their respective regional office **by June 5, 2016**, that includes the following information:

- If the funds will be used to hire staff, the position(s) for which the allotted funds will be used (indicate if full time, part time or per diem) and the estimated time frame 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;
- If funds will be used for overtime, the start date for the use of overtime;
- 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 February 2016 and/or 2) the reduction of the district's percentage of overdue report determinations that was noted as of February 2016, and the time frames for the reductions.

Districts receiving an allocation will be required to provide by April 30, 2017, 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 \$758,000 in Local Assistance General Funds in the SFY 2016-17 Budget for expenditures related to the improvement of staff-to-client ratios in the district CPS workforce. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning April 1, 2016, and ending March 31, 2017. 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 SR10** 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. 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 Central Services (previously known as A-87 costs) are not reimbursable from state funds and therefore are 100 percent local share. LDSS administrative costs are not an allowable expenses under this project, but may be eligible for 62 percent State child welfare financing.

Expenditures must be made by March 31, 2017, and claims must be accepted in the Automated Claiming System no later than June 30, 2017. 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 – Tina Cook	(716) 847-4446	<a href="mailto:Tina.Cook@ocfs.ny.gov">Tina.Cook@ocfs.ny.gov</a>
RRO – Karen Buck	(585) 238-8201	<a href="mailto:Karen.Buck@ocfs.ny.gov">Karen.Buck@ocfs.ny.gov</a>
SRO – Sara Simon	(315) 423-1200	<a href="mailto:Sara.Simon@ocfs.ny.gov">Sara.Simon@ocfs.ny.gov</a>

ARO – Kerri Barber (518) 486-7078 [Kerri.Barber@ocfs.ny.gov](mailto:Kerri.Barber@ocfs.ny.gov)  
SVRO – Yolanda Désarmé (914) 708-2499 [Yolanda.Desarme@ocfs.ny.gov](mailto:Yolanda.Desarme@ocfs.ny.gov)  
NYCRO – Raymond Toomer (212) 383-1788 [Raymond.Toomer@ocfs.ny.gov](mailto:Raymond.Toomer@ocfs.ny.gov)

Any claiming questions should be directed to:

Regions 1-4: Dan Stuhlman, (518) 474-7549  
Email – [Dan.Stuhlman@otda.ny.gov](mailto:Dan.Stuhlman@otda.ny.gov)

Regions 5-6: Michael Simon, (212) 961-8250  
Email – [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

*/s/ Laura M. Velez*

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**Issued By:**

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

*/s/ Derek Holtzclaw*

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**Issued By:**

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

**Attachment A****SFY 2016-17 Allocation Amounts**

<b>District</b>	<b>Allocation</b>
Albany	\$120,000
Clinton	\$64,000
Erie	\$120,000
Essex	\$50,000
Herkimer	\$50,000
Monroe	\$120,000
Montgomery	\$50,000
Oneida	\$120,000
Rensselaer	\$64,000
<b>Total</b>	<b>\$758,000</b>

**Attachment B**

**Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios (due by June 5, 2016)**

This is to certify that \_\_\_\_\_ social services district will use the allocation of these funds authorized by Chapter 53 of the Laws of 2016 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 SFY 2016-17 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
- Overtime for one or more child protective services caseworkers
- Overtime for one or more child protective services supervisors

**Narrative explanation – Please describe your plan for overtime and hiring staff, including projected start and end dates, 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 2/29/16 was \_\_\_\_\_

**Goal** -Number of workers with more than 15 reports as of 2/28/17 will be \_\_\_\_\_

Percent of reports with overdue determinations as of 2/29/16 was \_\_\_\_\_

**Goal** -Percent of reports with overdue determinations as of 2/28/17 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:

- Total number of children with preventive and/or protective services cases open as of 12/31/11;
- Total number of CPS/FAR reports during calendar year 2011; and
- Total number of children admitted to foster care during calendar year 2011.

<b>Comp. Group 1</b>	
Albany	Oneida
Erie	Onondaga
Monroe	Orange
Nassau	Suffolk
New York City	Westchester

<b>Comp. Group 2</b>				
Broome	Clinton	Niagara	St. Lawrence	Ulster
Cattaraugus	Dutchess	Ontario	Saratoga	Washington
Cayuga	Fulton	Oswego	Schenectady	Wayne
Chautauqua	Jefferson	Rensselaer	Steuben	
Chemung	Madison	Rockland	Sullivan	

<b>Comp. Group 3</b>				
Allegany	Essex	Herkimer	Otsego	Tioga
Chenango	Franklin	Lewis	Putnam	Tompkins
Columbia	Genesee	Livingston	Schoharie	Warren
Cortland	Greene	Montgomery	Schuyler	Wyoming
Delaware	Hamilton	Orleans	Seneca	Yates