

NEW YORK STATE
 DEPARTMENT OF SOCIAL SERVICES
 40 NORTH PEARL STREET, ALBANY, NEW YORK 12243

SAR A. PERALES
 Commissioner



[An Administrative Directive is a written communication to local Social Services Districts providing directions to be followed in the administration of public assistance and care programs.]

ADMINISTRATIVE DIRECTIVE

TRANSMITTAL NO.: 87 ADM-10
 [Family & Children Services]

TO: Commissioners of Social Services
 Voluntary Agency Directors

SUBJECT: Reimbursement for Foster Care
 Administrative Expenditures

DATE: March 20, 1987

SUGGESTED DISTRIBUTION: Directors of Social Services
 Child Welfare Supervisors
 Foster Care Supervisors
 Foster Home-Finding Supervisors
 Staff Development Coordinators

CONTACT PERSON: Policy questions should be directed to the appropriate Family and Children Services Regional Office: Fred Cantlo, Regional Director, Metropolitan Regional Office, (212) 488-3485; John O'Connor, Regional Director, Eastern Regional Office, (518) 473-1095; Karen Schimke, Regional Director, Buffalo Regional Office, (716) 847-3145; Frank Petrus, Regional Director, Western Regional Office, (716) 238-8200.

Claiming questions should be directed to the Bureau of Local Financial Operations: Upstate Office - Mr. Irid Gordon 1-800-342-3715, ext. 4-7549; Metropolitan Office - Mr. Marvin Gold (212) 488-4517.

I. Purpose:

The purpose of this release is to advise local districts and voluntary child caring agencies of the Department's policy with regard to reimbursement to local districts and voluntary authorized agencies for costs related to the support and recognition of foster boarding home families. This does not reflect a policy change but rather a clarification that certain activities and items may be claimed for reimbursement by this Department. By this directive, the Department is issuing new claiming instructions for these activities and items.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Social Services Law and Other Legal References	Bulletin/Chapter Reference	Miscellaneous Reference
		Part 427	SSL 153 SSL 398-a	Bulletin 143-d Bulletin 200	

DSS-2 EV. 8/82)

II. Background:

A. The Department endorses the concept that foster parents need and deserve the support and appreciation of the local districts and agencies that are placing children in their care. A very important component of that support structure is recognition of persons as foster parents in the form of awards (plaques, letters of appreciation, articles in local news media, etc.) and activities such as awards dinners, picnics, etc.

B. The expenses incurred by districts and agencies in efforts related to this purpose of support and recognition are considered by the Department to be legitimate administrative expenses of the foster care program. It has become clear in recent discussions about the statewide shortage of foster family homes and in the Department's survey of local districts on the subject of foster home recruitment that many local districts and agencies did not know that these costs could be claimed as administrative expenses. As a result, these important support activities were either simply not occurring or were being paid for out of local funds or donations.

III. Program Implications:

Statewide attention is focused on the emerging shortage of foster homes and the difficulty many districts and agencies are facing in the recruitment and retention of qualified foster parents. Resolution of these problems will require efforts in a variety of areas, including policy, fiscal and training. The clarification of policy that is provided here is a small but significant part of that greater effort. Local commissioners and agency directors should consider incorporating ways of recognizing and according appropriate status to their foster families into their foster care program if such activities are not already being carried out, and should begin to appropriately claim reimbursement for these costs.

IV. Required Action:

A. Program Operations

There are no new requirements relative to this policy clarification.

B. Claiming Instructions

1. Local social services districts should claim these expenses as non-salary expenditures. These should be coded to the object of expense 19 under the F-2 column of the DSS-923 Schedule of Payments Administrative Expenses Other Than Salaries. These costs would then be carried forward to the Schedules D and D-2 which support the RF-2 claim as described in Bulletin 143-b.

On the Schedule D-2, these costs would be reported on Line 2 and distributed to the Title IV-E and the FNP columns in proportion to the SSRR percentages for these two categories. This methodology is the same as that illustrated on page 9-4 and 9-5 of Bulletin 143-b for foster care reserve bed accommodations.

2. Voluntary authorized agencies should report these costs on Standards of Payment form DSS-2652 in account 30, Administrative Expenses.

V. Systems Implications: None

VI. Effective Date:

This Administrative Directive is effective March 2, 1987, retroactive to January 1, 1987.


Joseph Semidei
Deputy Commissioner
Division of Family
and Children Services

13

(1)

(1)

NEW YORK STATE
DEPARTMENT OF SOCIAL SERVICES
40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001
CESAR A. PERALES
Commissioner



April 3, 1987



RE: Departmental Release

TRANSMITTAL NO.: 87 ADM-9
SUBJECT: Requirement for Acknowledgement of
Twelve Months' Preference in Foster
Care Agreements
DATE: March 19, 1987

Dear Sir or Madam:

The purpose of this letter is to request that you make "pen and ink" changes in the Effective Date section of the Administrative Directive, referenced above. The required changes follow:

ITEM	FROM	TO
"effective"	March 1, 1987	March 20, 1987
"retroactive to"	March 20, 1987	August 3, 1986

A corrected version of this section is cited below:

V. Effective Date

This directive is effective March 20, 1987 retroactive to August 3, 1986, the effective date of Chapter 765 of the Laws of 1986. The legislation is attached for your information.

The "Contact Person(s)" noted in the release will be helpful if any questions may be indicated.

Thank you for your assistance in this matter.

Sincerely,

Michael J. McNaughton
Director, Local District
Policy Communications

LIBRARY
TEN EYCK BLDG.
10-D
ALBANY, NY

A03

