



Office of Children and Family Services

Kathy Hochul
Governor

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Local Commissioners Memorandum

Transmittal:	23-OCFS-LCM-01
To:	Municipal Youth Bureau Directors
Issuing Division/Office:	Division of Youth Development and Partnerships for Success/Bureau of Youth Development
Date:	January 18, 2023
Subject:	Instructions for Completing Resource Allocation Plans in the Quality Youth Development System for Program Year January 1, 2023 – September 30, 2023
Contact Person(s):	See Section IV.
Attachments:	Municipal Youth Development Program Allocations, January 1, 2023 – September 30, 2023 Municipal Runaway and Homeless Youth Allocations, January 1, 2023 – September 30, 2023

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide instruction to the directors of municipal youth bureaus on program year-related changes. These changes pertain to submitting resource allocation plans (RAP) in the Quality Youth Development System (QYDS) for youth development program (YDP) funding and runaway and homeless youth (RHY) local assistance allocations.

II. Background

The Office of Children and Family Services (OCFS) issues YDP and RHY allocations to municipal youth bureaus. Each youth bureau must submit a RAP to OCFS that indicates how YDP and RHY funds will be utilized. Counties are also required to submit an annual Child and Family Services Plan (CFSP) to OCFS. Among other topics, these plans articulate how they county will administer and support RHY and youth development programming. Programs and services must be included in the appropriate section(s) of a county’s CFSP to be eligible for YDP or RHY state aid.

Historically, the program year for both YDP and RHY has been on the calendar year cycle. In order to provide more timely allocation details to youth bureaus, the program year will change from a calendar year to an October-September year, effective October 2023. To effectuate this change, youth bureaus will receive one allocation for a nine-month program year that runs from January 1, 2023, through September 30, 2023. The following program year will begin on October 1, 2023, with a full 12-month allocation, and end on September 30, 2024.

This LCM provides guidance to youth bureaus for RAP submissions for the program year of January 1, 2023, through September 30, 2023. Additional details about completing the CFSP can be found in [21-OCFS-LCM-06, Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update](#), and within resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

III. Program Implications

Each municipal youth bureau will be required to complete a RAP in QYDS for the period of January 1, 2023, through September 30, 2023, for all programs funded with YDP or RHY state aid. Youth bureaus will be required to complete a second RAP for the period of October 1, 2023-September 30, 2024, and annually thereafter.

The processes for RAP submissions and approvals remain unchanged. For details on these processes, please refer to RAP instructions and the *RHY Claiming Guide*, both of which can be found on the home page of QYDS at <https://hs.ocfs.ny.gov/qyds/>.

The claiming process for expenditures under YDP and RHY also remain unchanged. Claims must be submitted no later than 12 months after the calendar year quarter in which the expenditures were made. For both YDP and RHY, counties are strongly encouraged to submit claims as quickly as possible.

QYDS is regularly reviewed for quality improvements. If you are experiencing any difficulties with QYDS, please send an email to YouthBureau@ocfs.ny.gov.

IV. Contacts

For questions, please email the youth bureau shared mailbox at YouthBureau@ocfs.ny.gov.

/s/ Nina Aledort, Ph.D.

Issued by:

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Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success