



Office of Children and Family Services

Kathy Hochul
Governor

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Acting Commissioner

Local Commissioners Memorandum

Transmittal:	23-OCFS-LCM-06
To:	Local Departments of Social Services Commissioners Services Directors Youth Bureau Directors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Youth Development and Partnerships for Success
Date:	May 9, 2023
Subject:	Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update
Contact Person(s):	See section IV.
Attachments:	Link to Internet Site: https://countyplans.ocfs.ny.gov

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) for the completion of the required 2023 Annual Plan Update for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus.

Note: The 2018-2023 CFSP cycle will be extended by one year, thus creating a 2018-2024 CFSP cycle. Therefore, local districts will submit the Annual Plan Update this year for their current CFSP in lieu of submitting a new multiyear CFSP.

II. Background

LDSSs in collaboration with county youth bureaus and other local stakeholders are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) a local, multiyear plan for the provision of services and the allocation of resources. The county planning process is designed to reflect 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
- Support a data-driven process that focuses on outcomes for children, youth, families, adults, and communities

- Support the important respective administrative roles and responsibilities of county youth bureaus, LDSSs, and probation departments where relevant

III. Program Implications

The 2023 Annual Plan Update consists of a limited number of sections, some require a full submission and others allow for updates to be submitted as needed.

The following sections of the 2023 Annual Plan Update will require a complete submission by each LDSS:

- Prevention
- Foster/Adoptive Parent Recruitment and Retention Plan
- Raising the Lower Age of Juvenile Delinquency Differential Response (DR-RTLA) for Children Under 12 Years of Age
- Child Care
- T and U Visa Reporting
- Program Matrix
- Signature Page

The following sections will be pre-loaded with information from the 2022 Annual Plan Update and should be updated by the district as needed.

- County Overview: Mission, Demographics, Efforts to Address Disparities, Successes/Achievements, Financial Process, Relationship Between County Outcomes and Title IV-B Federal Goals
- Runaway and Homeless Youth Services
- Adult Services
- PINS Diversion Services
- Non-Residential Domestic Violence

Submission Instructions:

LDSSs are required to submit the CFSP electronically using the county plan system that can be found on the internet at <https://countyplans.ocfs.ny.gov/>.

The system is available for input of the CFSP information. The county plan system allows for sections of the CFSP to be submitted and approved separately. It is strongly advised that each section be submitted no later than June 15, 2023. If all sections of the CFSP are submitted by such date, OCFS anticipates OCFS review and approval by July 1, 2023.

Each LDSS must grant access to all persons who will be completing a section of the CFSP. The LDSS commissioner and director of services will receive communication from OCFS when the system opens explaining the process. If the district would like to appoint additional contact person(s) to manage local system access, please complete the form located [here](https://forms.office.com/g/tfdNuL0xzv). (<https://forms.office.com/g/tfdNuL0xzv>)

IV. Contacts

Staff from the OCFS regional offices and program areas listed below are available to assist you.

Child Welfare and Community Services (CWCS) Regional Offices:

Albany Regional Office - John Lockwood (518) 486-7078

John.Lockwood@ocfs.ny.gov

Buffalo Regional Office - Amanda Darling (716) 847-3145

Amanda.Darling@ocfs.ny.gov

New York City Regional Office - Ronni Fuchs (212) 383-4873

Ronni.Fuchs@ocfs.ny.gov

Rochester Regional Office - Christopher Bruno (585) 238-8201

Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office - Sara Simon (315) 423-1200

Sara.Simon@ocfs.ny.gov

Westchester Regional Office - Sheletha Chang (845) 708-2499

Sheletha.Chang@ocfs.ny.gov

Questions on the following content areas may be directed to the following people:

Child Care - Sonoma Pelton (518) 408-6074

Sonoma.Pelton@ocfs.ny.gov

Domestic Violence - Deirdre Sherman (518) 402-6775

Deirdre.Sherman@ocfs.ny.gov

Adult Services - Susan Hollander (212) 383-1793

Susan.Hollander@ocfs.ny.gov

Native American Services - Heather LaForme (716) 847-3123

Heather.LaForme@ocfs.ny.gov

Close to Home and Systems Improvement - Donte Blackwell (212) 383-7261

Donte.Blackwell@ocfs.ny.gov

Youth and Young Adult - (518) 474-4110

YouthBureau@ocfs.ny.gov

PINS: (518) 474-9879

OCFS.sm.PINS@ocfs.ny.gov

Runaway and Homeless Youth - (518) 474-4110

RHY@ocfs.ny.gov

Sexually Exploited and Trafficked Youth - (518)474-9789

humantrafficking@ocfs.ny.gov

DR-RTLA - 518-474-9879

RTLA@ocfs.ny.gov

For technical support on the web-based system, use the following link:

<https://countyplans.ocfs.ny.gov/contact.cfm>

/s/ Lisa Ghartey Ogundimu, Esq.

Issued by:

Name: Lisa Ghartey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

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