



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Suzanne Miles-Gustave, Esq.  
Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	23-OCFS-LCM-19
<b>To:</b>	Local Departments of Social Services Commissioners
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services Division of Administration
<b>Date:</b>	September 12, 2023
<b>Subject:</b>	<b>Temporary Assistance for Needy Families (TANF) Funding for Non-Residential Domestic Violence Services for State Fiscal Year (SFY) 2023-24</b>
<b>Contact Person(s):</b>	See section VI.
<b>Attachments:</b>	Attachment A: <i>SFY 2023-24 TANF Non-Residential Domestic Violence Services Allocation</i> Attachment B: <i>SFY 2023-24 TANF Non-Residential Domestic Violence Services Allocation Attestation and Non-Residential Domestic Violence Services Plan</i> Attachment C: <i>Federal TANF Funding Guidelines and Claiming Instructions</i> Attachment D: <i>Attachment for U.S. Department of Health and Human Services Grants</i>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local departments of social services (LDSSs) of their allocations for non-residential domestic violence (DV) services administered through the New York State Office of Children and Family Services (OCFS). The enacted budget for state fiscal year (SFY) 2023-24 includes a Temporary Assistance for Needy Families (TANF) appropriation of \$3,200,000 for the provision of non-residential DV services. There are no notable changes from last year's issuance of this LCM. The allocation for each LDSS is listed in Attachment A of this document. This LCM includes the Attachment for U.S. Department of Health and Human Services Grants, which must be provided to all subrecipients per Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Section 352.

### II. Background

OCFS administers TANF funding for non-residential DV services. In addition to using their TANF appropriations, LDSSs have the option of also dedicating a portion of their Flexible Fund for Family Services (FFFS) allocations to further support non-residential DV services.

### III. Allocation Methodology

TANF funding for non-residential DV services is allocated to LDSSs based on a proportion of the population served, as reported in the OCFS Domestic Violence Information System (DVIS), for the 20 LDSSs with the largest population served; and granting a \$25,000 floor for the remaining LDSSs. To mitigate the impact of this methodology, no LDSS will receive a reduction of more than 5.0% and no LDSS will receive an increase of more than 4.8% from the prior year. In future years, these thresholds may change. Please see Attachment A for a complete list of LDSS allocations.

### IV. Program Implications and Federal TANF Funding Guidelines

These TANF funds must be used to provide enhanced or expanded core and/or optional non-residential domestic violence services provided directly by the LDSS or via a purchase of service agreement with a nonprofit that has been identified by the LDSS in their OCFS-approved consolidated services plan. They can only be used for services provided to families with children whose income is at or below 200% of the poverty level. The OCFS website has [a list of approved, non-residential DV programs](#).

Each LDSS must complete Attachment B, *TANF SFY 2023-24 Non-Residential Domestic Violence Services Allocation Attestation*, indicating whether the LDSS intends to access its TANF allocation. If the LDSS intends to use the funds, it must submit a plan for each approved non-residential DV service provider that will receive money from this allocation. The plans must provide a description of the programs and services to be provided with the TANF monies for TANF-eligible victims of DV and their children.

**Note:** Funds cannot be used for medical services, DV hotline services, DV outreach/educational services, or capital expenditures.

Please send the signed and dated Attachment B and corresponding non-residential domestic violence services plan(s) by **October 1, 2023**, by electronic mail to the OCFS Bureau of Domestic Violence Prevention and Victim Support mailbox: [ocfs.sm.dvbureau@ocfs.ny.gov](mailto:ocfs.sm.dvbureau@ocfs.ny.gov).

As in previous years, these funds must be expended and claimed in accordance with the Federal TANF Funding Guidelines and Claiming Instructions. (See Attachment C.)

### V. Claiming Instructions and Periods

All expenditures from the non-residential DV services allocation must be claimed in accordance with the LDSS's non-residential DV services approved plan.

The expenditures for the approved non-residential DV services projects must be claimed through the RF17 claim package for special project claiming. Administrative and/or contracted costs associated with approved plans must be first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923, *Cost Allocation Schedule of Payment Administrative Expenses Other Than Salaries* and the Schedule D, LDSS-2347, *DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final accepting the RF2A claim package, the individual project costs are then reported on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*, using the project label *NON RES DV 2023 24* from the drop-down menu on the Automated Claiming System (ACS).

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4675A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs* while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon

the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs are reported as an object of expense code 37 - Special Project Program Expense on the LDSS-923B Summary-Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. The expenditures should be entered in the RF17 claim package based on the guidelines noted in Attachment C.

Total project costs and shares should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*.

Instructions for completing time studies; the LDSS-92, LDSS-923B and the Schedule D and RF17 claim package are found in Chapters 4, 7 and 18, respectively, of the *Fiscal Reference Manual*, Volume 3. The manual is available online at <http://otda.state.ny.net/bfdm/finance/>.

Costs are claimed at 100% federal share for clients in receipt of TANF or who are eligible for TANF with incomes at or below 200% of the federal poverty level. Reimbursement is available up to the limit of the allocation. Costs over the allocation will be regular DV services expenditures, which are subject to 49% state reimbursement net of any available Title XX funds.

Because of federal reporting requirements, LDSSs must report program and administrative costs separately for claiming purposes. The RF17 claim package permits reporting both types of expenditures on the same form.

Under federal TANF regulations, there is a 15% limitation for costs claimed for administrative activities. Under the same regulations, certain activities that were previously considered administrative are now classified as program costs and, therefore, are not subject to the 15% cap. The guidelines on which costs are administrative and which are non-administrative are in Attachment C.

All open RF17 Non-Residential DV projects are shown in the table below with their service periods and final accept dates. Any LDSS that has a remaining Non-Res DV 2022-23 allocation should spend down those balances prior to claiming for Non-Res DV 2023-24 monies. OCFS may reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations. It is not expected that the Non-Res DV 2022-23 project will be extended beyond the dates below.

<b>RF17 Project Name</b>	<b>State Fiscal Year Funding</b>	<b>Expenses Incurred From</b>	<b>Expenses Incurred To</b>	<b>Final Accepted in ACS</b>
Non-Res DV 2022-23	SFY 2022-23	October 1, 2021	September 30, 2023	December 31, 2023
Non-Res DV 2023-24	SFY 2023-24	October 1, 2023	September 30, 2024	December 31, 2024

**VI. Contact Persons**

Programmatic questions should be directed either to the OCFS Bureau of Domestic Violence Prevention and Victim Support or the appropriate Division of Child Welfare and Community Services regional office:

Bureau of Domestic Violence Prevention and Victim Support - Marie Limbach (518) 473-8267  
[Marie.Limbach@ocfs.ny.gov](mailto:Marie.Limbach@ocfs.ny.gov)

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

[Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

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

[Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@ocfs.ny.gov)

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

[Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

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

[John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

Westchester Regional Office - Sheletha Chang (845) 708-2498

[Sheletha.Chang@ocfs.ny.gov](mailto:Sheletha.Chang@ocfs.ny.gov)

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

[Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

Any ACS claiming questions should be directed to the OTDA Bureau of Financial Services by email or telephone:

Justin Gross (Regions I-V) at 518-474-7549

[otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

Michael Simon (Region VI) at 212-961-8250

[Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)



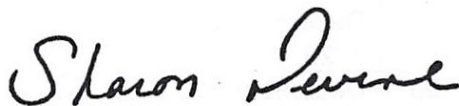
/s/ Gail Geohagen-Pratt

**Issued by:**

Name: Gail Geohagen-Pratt

Title: Acting Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services



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**Issued by:**

Name: Sharon Devine

Title: Deputy Commissioner

Division/Office: Division of Administration