



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	23-OCFS-LCM-22-R1 (<i>Revised December 6, 2023</i>)
To:	Municipal Youth Bureau Directors
Issuing Division/Office:	Division of Youth Development and Partnerships for Success/Bureau of Youth Development and Well-Being
Date:	R1: December 6, 2023. Original publication date: October 4, 2023
Subject:	Municipal Allocations for Youth Development Program, Runaway and Homeless Youth, and Youth Sports and Education Opportunity Funding for Program Year October 1, 2023 – September 30, 2024
Contact Person(s):	See section III.
Attachments:	Appendix A: <i>Municipal Youth Development Program Allocations, October 1, 2023 – September 30, 2024</i> Appendix B: <i>Municipal Runaway and Homeless Youth Allocations, October 1, 2023 – September 30, 2024</i> Appendix C: <i>Municipal Youth Sports and Education Opportunity Funding Allocations, October 1, 2023 – September 30, 2024</i>

R1: This LCM was revised and reissued on December 6, 2023, to provide municipal youth bureaus with additional instruction related to the advertising of Youth Sports and Education Opportunity Funding (YSEF). There are no other changes from the last issuance of this LCM.

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise municipal youth bureaus on the availability of Youth Development Program (YDP), Runaway and Homeless Youth (RHY), and Youth Sports and Education Opportunity Funding (YSEF) allocations for program year October 1, 2023 – September 30, 2024.

II. Background

The New York State Office of Children and Family Services (OCFS) issues YDP, RHY, and YSEF allocations to municipal youth bureaus. Each youth bureau must submit a Resource Allocation Plan (RAP) to OCFS that indicates how these funds will be utilized. Counties are also required to submit an annual Child and Family Services Plan (CFSP) and/or a CFSP update to OCFS. Among other topics, these plans articulate how the 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.

Additional details about completing the CFSP can be found in [23-OCFS-LCM-06, Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update](#), and in the resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

In rare instances, a county may identify mid-year that they have been allocated YDP, RHY, and/or YSEF funds that they cannot spend or claim. When this occurs, counties are encouraged to contact OCFS as soon as possible. Sharing this information with OCFS may allow those unused funds to be moved to another county with similar programming and demonstrated fiscal need. Counties that can use identified unspent funds need to demonstrate fiscal need – and therefore may become eligible to receive those additional funds should they become available – by accurately completing the RAP.

YDP

Eligible expenses and claiming processes remain unchanged from previous years. Additional details about the RAP submission and approval process can be found in guidance documents on the home page of the Quality Youth Development System (QYDS) at <https://hs.ocfs.ny.gov/qyds/>. State share is available for 100% of eligible expenditures as included in the approved RAP. Claims are due September 30, 2025.

The allocations are distributed using each county's allocation percentage compared to the total funds, as determined in the calendar year 2016 Spending Plan. OCFS expects to review this methodology in upcoming program years.

RHY

Eligible expenses and claiming processes remain unchanged from previous years with the following exception: effective program year 2023-2024, a county may use up to 10% of its RHY allocation to support the salary of the municipal RHY service coordinator, with limited exceptions. The remaining 90% must go toward RHY programming.

An exception may be made when the only RHY service in a county is non-residential programming provided directly by the RHY service coordinator. In this instance, the work of the coordinator is both administrative and programmatic, thus the 10% cap does not apply.

A total of \$4,984,000 is allocated in accordance with each county's proportion of OCFS-certified beds. The additional allocation of \$2.1 million is distributed based on each county's proportion of Transitional Independent Living Support Program beds. Counties that only offer non-residential services are capped at \$15,000. State share is available for 60% of eligible expenditures as included in the approved RAP. Claims are due 12 months after the calendar quarter in which services were delivered.

Additional information can be found in the 2024 RHY claiming guide.

YSEF

YSEF awards are guided by the following principles:

- Sports are effective tools in positive youth development and family engagement.
- Sports improve the lives of young people by promoting positive social, emotional, health, and educational outcomes and have important life-long effects.
- Sports enable opportunities for young people to thrive through leadership roles.
- Coaching education greatly improves young people's sports experience and development outcomes.

Funded programs must provide a variety of sports for a broad range of youth in under-resourced communities. OCFS encourages a wide and flexible definition of sports that encompasses any

organized activities with movement, including physical fitness activities such as yoga, hiking, dance, and active outdoor pursuits.

To ensure that funding is going to the intended population, municipal youth bureaus must distribute funds based on local need,¹ considering factors including, but not limited to the following:

- historically under-resourced communities;
- public housing;
- high rates of family homelessness;
- Opportunity Zones or neighborhoods/cities/areas deemed “low-income” via externally available tools like the New York State Council on Children and Families Kids’ Well-being Indicators Clearinghouse;
- marginalized communities or groups with higher barriers to participation in sports (e.g., youth with disabilities; girls; transgender/gender non-binary youth; and youth who identify as lesbian, gay, bisexual, or questioning);
- federally and/or New York State-recognized tribes and tribal organizations; and
- neighborhoods that experience higher rates of crime and violence and have lower-performing schools.

Additionally, municipal youth bureaus should give priority consideration to programs that serve youth identifying as Black, indigenous, or people of color, as well as to providers of adaptive sports for youth with physical disabilities.

All funded programs must aim to foster the following:

- Educational connection and achievement – More youth attending and completing school with increased attainment, including collegiate placement success
- Physical health and well-being – Increasing physical activity and positive relationships to one’s body and physical activity
- Mental health and well-being – Improving outcomes related to youth’s mental health and social and emotional skills development and connectedness
- Employment – Increasing qualifications and skills, such as collective problem-solving, teamwork, and dispute resolution, which help prepare youth for suitable employment
- Community cohesion – Breaking down barriers to reduce discrimination, crime, and violence in communities and help young leaders emerge

Advertising Funding Opportunity

To provide equitable access to government funding, the opportunity to apply must be widely advertised by the municipal youth bureau, and adequate time frames for inquiries and applications must be provided. Therefore, municipal youth bureaus must provide information and technical assistance to interested organizations on how to apply for available funding. The use of the [OCFS-5011, Universal Application for Sports Funding](#), is not required but is strongly encouraged.

¹ Data sources to consult in assessing local need include, but are not limited to, the New York State Council on Children and Families Kids’ Well-being Indicators Clearinghouse, <https://www.nyskwic.org/>; public data from the New York State Education Department, <https://data.nysed.gov/>; and youth arrest data from the New York State Division of Criminal Justice Services, <https://www.criminaljustice.ny.gov/crimnet/ojsa/juvenilearrests/index.htm>.

Municipal youth bureaus will contract with local organizations, municipalities, and/or local or municipal youth bureaus directly for up to \$50,000 per program. Organizations that serve multiple areas through different programs may be funded above \$50,000. Funding may provide general operating dollars to give programs flexibility to efficiently allocate resources for quality programming. Line-item budgets should focus on programming costs, including, but not limited to, the following:

- Coaches/instructors/direct service staff/mentors (including training/professional development)
- Equipment
- Educational programming costs
- Facility/field space cost
- A maximum of 15% of program funds may be used to support administrative/overhead costs

Programs eligible for funding must meet the criteria below:

- Provide structured sports activities for youth ages 6-17
- Serve youth in New York State
- Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship
- Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines
- Collect registration data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data

Organizations and activities not eligible for funding are the following:

- For-profit organizations or businesses
- Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code
- Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law
- Research or project-planning activities
- Support for elite or private sports camps, programs, or teams
- Endowments, memorials, budget deficits, or fundraising activities
- Religious organizations whose sports programs do not have a secular and community focus
- Lobbying, political, or fraternal activities
- Capital projects

Touchstone Life Areas and Services, Opportunities and Supports (SOS) in the Quality Youth Development System (QYDS)

Municipal youth bureaus will be required to report demographics and outcomes through QYDS. The Life Area and SOS selections that will be required in QYDS for YSEF are as follows:

- Life Area: 2PEH Physical and Emotional Health
- SOS: 0232 Year-Round/Seasonal Activities
- Performance measures:
 - How Much: 0232A.1 – Number of youth participating (unduplicated)
 - How Well: 0232B.4 – Percent of youth completing the program
 - Better Off: 0232C.1 – Number and percent reporting they have improved their ability to socialize/interact with peers/family/other members of the community

Allocations are established based on census data in each county, with a minimum allocation of \$10,000 to each county.

In program year 2023-2024, municipal youth bureaus will receive an additional allocation of \$10,344 with the exception of New York City (NYC), which will receive \$10,392. These funds were appropriated based on online gambling revenue and divided evenly among the state's 58 social services districts, with the rounding difference going to NYC. Eligible expenses include one-time investments in infrastructure for physical activity. Examples include improvements to sport fields or courts, building a storage unit to maintain equipment, the purchase of sporting equipment or uniforms, or similar costs. State share is available for 100% of eligible expenditures as included in the approved RAP. Eligible expenses and claiming processes remain unchanged from the previous year. Claims are due September 30, 2025.

III. Contacts

- For questions about YDP or YSEF, please email the shared mailbox for Youth Bureaus at YouthBureau@ocfs.ny.gov.
- For questions about RHY, please email the RHY shared mailbox at RHY@ocfs.ny.gov.

/s/ Nina Aledort, Ph.D.

Issued by:

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