



Office of Children and Family Services

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Governor

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Commissioner

Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-15
To:	Local Departments of Social Services Commissioners Directors of Services Youth Bureau Directors County Probation Department Directors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Youth Development and Partnerships for Success Division of Child Care Services
Date:	July 1, 2024
Subject:	Guidelines for Preparing the County Child and Family Services Plan
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 (districts) for the completion of the required county Child and Family Services Plan (CFSP) for the five-year plan cycle covering the period November 1, 2024, to October 31, 2029. Districts 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 plan must also include the required Persons in Needs of Supervision (PINS) Diversion Services Plan that is developed by the districts and county probation departments, dependent on the designated municipality PINS lead agency.

II. Background

The county CFSP combines the district’s multiyear consolidated services plan required by section 34-a of Social Services Law and the county comprehensive plan required by section 420 of Executive Law into a single plan. OCFS reviews the county CFSP to confirm that the plan is complete, required signatures are included, appropriate interagency consultations have been held, and that the strategies listed are aimed at addressing the identified underlying factors affecting the outcomes of safety, permanency, and well-being of children, youth, families, and adults. OCFS approves the county CFSP if the requirements are met and, in conjunction with the New York State Division of Criminal Justice Services’, Office of Probation and Correctional Alternatives (OPCA), approves the PINS Diversion Services Plan.

On February 17, 2023, OCFS sent a letter notifying districts that the 2018-2023 county CFSP was

extended one year to allow for improvements and streamlining of the county CFSP requirements. The new multiyear plan, set to begin on November 1, 2024, has been streamlined to reduce redundancy and improve overall readability of the plan. The plan meets the requirements in existing statute and regulation, while aligning with federal mandates, goals and outcomes.

The county CFSP 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 process that focuses on outcomes for children, youth, families, adults, and communities.
- Support the important respective administrative roles and responsibilities of county youth bureaus and districts.
- Streamline and improve the design of the plan.

III. Program Implications

Prior to the development of the county CFSP, district planning teams should be assessing information and analyzing existing data resources to determine

- the current needs of children, youth, families, and adults served;
- the services currently being provided and identify any gaps in resources; and
- the development of measurable strategies to improve outcomes.

When developing the county CFSP, the district's goals, strategies, activities, monitoring, and measures to achieve identified outcomes should be based on the district's needs assessment and resource inventory.

Since this is the beginning of a new five-year plan, all sections of the plan must be completed. To reduce data entry, a limited number of fields will be pre-filled from previous plans. At least one public hearing on the plan must be held during the development and prior to the submission of the plan.¹

The November 1, 2024, to October 31, 2029, county CFSP components:

- District Overview
- Family and Children's Services:
 - Child Protective Services,
 - Child Preventive Services,
 - Foster Care Maintenance Services, and
 - Adoption Services.
- Adult Services
- Runaway and Homeless Youth Services Plan
- Sexually Exploited and Trafficked Youth
- Youth and Young Adult
- Differential Response to Children (Raise the Lower Age legislation)
- PINS Diversion Services
- PINS Pre-Dispositional Placement Services
- Non-Residential DV Services
- Child Care
- U and T Visa Reporting

¹ SSL § 34-a(3)(a), 18 NYCRR 407.5 (g).

- Title XX Program Services Matrix
- Plan Certification Requirements:
 - Public Hearing Requirement
 - Memorandum of Understanding (MOU): District Attorney's Office and Child Protective Services
 - Signature Page and Attestation

OCFS will be hosting a series of statewide webinars over the next few months to provide more detailed information and technical assistance on the county CFSP requirements. The dates and times of the webinars are forthcoming.

Submission Instructions:

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

The system is currently undergoing updates and will be available on or about July 29, 2024, 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 October 1, 2024. If all sections of the CFSP are submitted by such date, OCFS anticipates OCFS review and approval by November 1, 2024.

Each district must grant access to all persons who will be completing a section of the CFSP. The local departments of social services' commissioner and director of services will receive communication from OCFS when the system opens explaining the process. If the district would like to appoint an 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

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

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

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

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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 - Darci Primeau (518) 474-9095

Darci.Primeau@ocfs.ny.gov

Domestic Violence - Donn King (518) 402-6661

Donn.King@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/ Gail Geohagen-Pratt

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Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Nina Aledort, Ph.D.

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/s/ Nora K. Yates

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