



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-20
To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Division of Administration, Bureau of Budget Management
Date:	July 12, 2024
Subject:	Raise the Age Public Safety Claiming
Contact Person(s):	See section V.
Attachments:	None

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide localities with claiming instructions for certain Raise the Age (RTA) public safety expenses made in state fiscal year (SFY) 2024-25.

There are no notable changes from the prior year's issuance of this LCM.

II. Background

RTA was enacted by Part WWW of Chapter 59 of the Laws of 2017 and raised the age of criminal responsibility to 18 years of age.

Pursuant to Chapter 53 of the Laws of 2024, SFY 2024-25 appropriation authority is available for reimbursement of eligible RTA claims, provided the provisions of the law and claiming deadlines are met. The appropriation includes a provision that allows the state to reimburse localities that meet eligibility criteria for 100% of the incremental costs for RTA, net of any federal funds. To be eligible for reimbursement, the appropriation requires that a locality submit an SFY 2024-25 Comprehensive Fiscal Plan for RTA to the New York State Office of Children and Family Services (OCFS) and the New York State Division of Criminal Justice Services (DCJS) that identifies anticipated eligible incremental RTA-related costs. The Comprehensive Fiscal Plan for RTA is then reviewed and approved by the New York State Division of the Budget (DOB) for an eligible locality to be reimbursed for 100% of its costs. A locality is deemed eligible if it meets the criteria set forth in State Finance Law § 54-m. All claims submitted by an eligible locality must have been included in an eligible locality's state-approved Comprehensive Fiscal Plan for RTA.

III. Program Implications

Localities are eligible to receive reimbursement for RTA public safety expenses included in their SFY 2024-25 DOB-approved Comprehensive Fiscal Plan for RTA. The RTA public safety expenses referenced in this LCM are included in the “All Other - Public Safety” instrument tab category of the *Final Approved Items – Locality Chart* included in the DOB approval letter for the SFY 2024-25 Comprehensive Fiscal Plan for RTA for the locality.

IV. Claiming

DOB-approved “All Other - Public Safety” RTA expenditures must be separately identified and claimed through the RF-17 claim package for special project claiming. The costs must be first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries* (LDSS-923) and the Schedule D, *DSS Administrative Expenses Allocation and Distribution by Function and Program* (LDSS-2347). After final acceptance of the RF-2A claim package, the individual project costs are then reported under the project label “RTA Public Safety 2024-25” on the RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A).

Salaries, fringe benefits, staff counts, and central services costs must be directly entered on the RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A), while overhead costs are automatically brought over from the RF-2A, 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 must be reported with the appropriate object of expense(s) on the Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923-B).

Program costs must be reported as object of expense 37 - Special Project Program Expense on the Summary - Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923-B).

Total project costs, including all costs regardless of state reimbursement, must be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100% state share excluding central services costs, which are local share. Local districts will be reimbursed up to their approved allocation from the DOB-approved Comprehensive Fiscal Plan for RTA.

To receive reimbursement, claims for eligible “All Other - Public Safety” RTA expenditures for the period April 1, 2024, through March 31, 2025, must be final accepted in the Automated Claiming System (ACS) by June 30, 2025.

Further instructions for completing time studies, the LDSS-923 and Schedule D, and the RF-17 claim package can be found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual (FRM)*, Volume 3. The FRM is available online at <https://intranet.otda.ny.gov/bfdm/finance/>.

V. Contacts

Fiscal questions regarding the RTA program should be directed to:

Shonna Clinton, Chief Budgeting Analyst, Bureau of Budget Management,

(518) 474-1361, Shonna.Clinton@ocfs.ny.gov or the RTA mailbox LocalRTAGuide@ocfs.ny.gov

Programmatic questions should be directed to the appropriate regional office, Division of Child Welfare and Community Services:

BRO – Amanda Darling, (716) 847-3145, Amanda.Darling@ocfs.ny.gov

RRO – Christopher Bruno, (585) 238-8549, Christopher.Bruno@ocfs.ny.gov

SRO – Sara Simon, (315) 423-1200, Sara.Simon@ocfs.ny.gov

ARO – John Lockwood, (518) 486-7078, John.Lockwood@ocfs.ny.gov

WRO – Sheletha Chang, (914) 801-3231, Sheletha.Chang@ocfs.ny.gov

NYCRO – Ronni Fuchs, (212) 383-1788, Ronni.Fuchs@ocfs.ny.gov

Automated Claiming System questions should be directed to:

Regions 1-5: Justin Gross, (518) 408-4970, otda.sm.Field_Ops.I-IV@otda.ny.gov

Region 6: Michael Simon, (212) 961-8250, Michael.Simon@otda.ny.gov

/s/ Sharon Devine

Issued by:

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