



## Office of Children and Family Services

### Appendix B: Safe Harbour: NY Allowable Use of Funds, 2025

#### Target Population:

Services for sexually exploited children created in each target county pursuant to the Safe Harbour for Exploited Children Act are to be made available to **all** children who have been commercially sexually exploited (CSEC). This is inclusive of all youth, irrespective of gender identity or sexual orientation, up to age 21. Youth are eligible for Safe Harbour: NY supports whether they are identified voluntarily; as a condition of an adjournment in contemplation of dismissal issued in criminal court or through procedures or diversion services associated with the Family Court Act (diversion services, child welfare, juvenile delinquency, etc.); or a referral from a local social services agency.<sup>1</sup>

#### Fiscal Requirements:

- The **program year** is January 1 – December 31, 2025. All Safe Harbour funds must be expended by January 31, 2026, and all claims must be final accepted in the Automated Claiming System by March 31, 2026. These deadlines are firm; unspent funds will be lost and may impact future funding.
- Claims must be in alignment with the OCFS-approved program plan and budget.
- Allocations are issued as preliminary. OCFS retains the ability to evaluate programming and spending throughout the program year. Underspent and unclaimed funds are subject to redistribution to other counties based on demonstrated need.

#### Allowable Expenses:

Counties receiving Safe Harbour: NY funds are charged with developing a service system to meet the needs of these youth. Allowable expenses to support this effort include but are not limited to the following:

1. Hiring a Safe Harbour coordinator who will provide leadership in developing and implementing program goals and objectives. (Fringe benefits are capped at 30% unless the coordinator is a local department of social services [LDSS] employee).
2. Providing case assessment and referral services through a multidisciplinary team approach, including the utilization of Child Advocacy Centers/Multidisciplinary Teams, to interview youth and develop case plans to meet their needs.
3. Supporting the salary of per diem and other staff at community agencies that meet the needs of CSEC and at-risk youth, including staff of runaway and homeless youth programs.
4. Creating or further developing a critical team to address the issue of the sexual exploitation of children on a community-wide basis.
5. Providing intensive case planning to meet the needs of sexually exploited youth, including, but not limited to, food, clothing, age-appropriate leadership development and recreational opportunities, transportation, purchase of items to meet emergency needs, disposable cell phones, etc.

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<sup>1</sup> See SSL §447-b(2).



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6. Providing safe long- and short-term housing, including the use of respite or runaway and homeless youth beds where appropriate.
7. Developing and promoting community awareness campaigns about the sexual exploitation and trafficking of youth, including information on the identification and referral to services through community events or other methods of disseminating information (such materials must be approved by OCFS before they are published).
8. Maintenance of a county website regarding sexually exploited youth and/or Safe Harbour.
9. Providing supportive services to non-offending family members of trafficked and exploited youth so they are best equipped to support their youth.
10. Travel to participate in appropriate human trafficking trainings, conferences, and stakeholder meetings.
11. Partnering with other counties in the region to share information and develop a regional approach to bring awareness, training, and services.
12. LDSSs may contract with local partner agencies; however, to be successful, LDSSs must remain engaged in ongoing program planning and implementation.

### **Non-Permissible Expenses:**

Expenses that **cannot** be purchased using Safe Harbour funds include, but are not limited to, the following:

1. Administrative overhead costs, for example, rent/property leasing, standard utility usage, including electric and power costs, janitorial services, etc.
2. Staff fringe benefits exceeding 30% unless program staff are LDSS employees.
3. Developing a local hotline for CSEC (contact OCFS to learn about existing hotlines to meet this need).
4. Public awareness materials and program brochures that have not received prior approval from OCFS.
5. Food and refreshments for adults at meetings and trainings (some exceptions may apply; contact OCFS for more details).
6. Other expenses are at the discretion of OCFS.

**Please contact ([humantrafficking@ocfs.ny.gov](mailto:humantrafficking@ocfs.ny.gov)) with additional questions on funding and spending.**