



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-23
To:	Local Departments of Social Services
Issuing Division/Office:	Division of Youth Development and Partnerships for Success Bureau of Youth Development and Well-Being
Date:	August 23, 2024
Subject:	Municipal Safe Harbour: NY Allocations for Program Year 2025
Suggested Distribution:	Municipal Youth Bureau Directors
Contact Person(s):	Division of Youth Development and Partnerships for Success: humantrafficking@ocfs.ny.gov or 518-474-9879
Attachments:	<i>Appendix A: Municipal Safe Harbour: NY Allocations, 2025</i> <i>Appendix B: Safe Harbour: NY Allowable Use of Funds, 2025</i> <i>Appendix C: Safe Harbour: NY Resources and Commitments, 2025</i> <i>Appendix D: Safe Harbour: NY 2025 Budget Template</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) about funding for the Safe Harbour: NY Program for program year January 1, 2025 – December 31, 2025.

II. Background

Safe Harbour: NY program funds are intended to support **all** youth identified as trafficked, sexually exploited, or being at risk up to the age of 21. A youth’s eligibility for services or support funded through Safe Harbour: NY is not contingent on any demographic factors or other personal characteristics such as immigration status, the source of the referral, or the youth’s involvement in child welfare or juvenile justice system(s).

Each LDSS is required to submit to the New York State Office of Children and Family Services (OCFS) planning documents including the Sexually Exploited and Trafficked Youth section in the Child and Family Services Plan (CFSP) and the Safe Harbour: NY Program Budget. Beginning in program year 2025, the Sexually Exploited and Trafficked Youth section of the CFSP will be used as the Safe Harbour: NY program plan. The Safe Harbour: NY budget must be submitted to OCFS using the template provided by uploading it in the CFSP.

Plans are informed by an assessment of local need as well as guidance provided by OCFS, including but not limited to the [Blueprint for Building a Child Welfare Response to Commercially Sexually](#)

[Exploited and Trafficked Youth \(Blueprint\)](#). The Blueprint, and many other resources, can be found on the OCFS website at <https://ocfs.ny.gov/programs/human-trafficking/>.

Additional details about completing the CFSP can be found in [24-OCFS-LCM-15](#), *Guidelines for Preparing the County Child and Family Services Annual Plan*, and within resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

III. Program Implications

Each LDSS is required to submit to OCFS an assessment of local need and plan for how Safe Harbour: NY funds will be leveraged to meet those needs via the CFSP. The Sexually Exploited and Trafficked Youth section will serve as the program report for year 2024 and the program plan for 2025. The program budget will be submitted as an upload in the CFSP portal using *Appendix D Safe Harbour: NY 2025 Budget Template*.

Approval of the Safe Harbour program plan and budget for program year 2025 will be communicated by the approval of the Sexually Exploited and Trafficked Youth section of the CFSP.

IV. Allocation Methodology

County allocations are included in Attachment A. OCFS retains the ability to evaluate programming and spending throughout the program year. Underspent or unclaimed funds are subject to redistribution to other LDSSs based on demonstrated need.

V. Claiming

Safe Harbour 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 "Safe Harbor 2025" 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.

To receive reimbursement, claims for eligible Safe Harbour 2025 expenditures for the period January 1, 2025, through January 31, 2026, must be final accepted in the Automated Claiming System (ACS) by March 31, 2026.

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/>.

/s/ Nina Aledort, Ph.D.

Issued by:

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