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| OCFS LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 99 OCFS LCM-4

Date: January 22, 1999

Division: Development and
Prevention Services

TO: Local District Commissioners

SUBJECT: Family Type Home for Adults Survey
and Special Needs Report

ATTACHMENTS: None

The Office of Children and Family Services is preparing to conduct its annual survey of the Family Type Homes for Adults Program in each social services district. The information being requested is needed for management planning, to determine advances for Special Needs Funds, and for related administrative purposes.

Under separate cover, the Office will be sending a survey form and list of certified homes to the Family Type Home for Adults Coordinator in each social services district. The survey form should be returned to this Office by April 30, 1999.

In addition, we wish to remind you that the Annual Special Needs Benefit Report for Family Type Homes is due by April 16 of each year.

Please share this memorandum with your Family Type Home for Adults Coordinator.

If there are any questions regarding the survey or the Special Needs Report, your staff may contact Janet Morrissey at (518) 474-9445. Thank you for your cooperation.

Donald K. Smith
Deputy Commissioner