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Commissioner

Local Commissioners Memorandum

Transmittal:	06-OCFS-LCM-07
To:	Local District Commissioners
Issuing Division/Office:	Development and Prevention Services Administration
Date:	July 6, 2006
Subject:	CPS Special Allocation for Improving Staff Ratios
Suggested Distribution	Directors of Social Services CPS Supervisors Accounting Supervisors
Contact Person(s):	Any programmatic questions concerning this release should be directed to the appropriate Regional Office, Division of Development and Prevention Services. BRO- Linda Brown (716) 847-3145 Linda.Brown@ocfs.state.ny.us RRO- Linda Kurtz (585) 238-8201 Linda.Kurtz@ocfs.state.ny.us SRO- Jack Klump (315) 423-1200 Jack.Klump@ocfs.state.ny.us ARO- Glenn Humphreys (518) 486-7078 Glenn.Humphreys@ocfs.state.ny.us NYCRO- Fred Levitan (212) 383-1788 Fred.Levitan@ocfs.state.ny.us YRO- Pat Sheehy (914) 377-2080 Patricia.Sheehy@ocfs.state.ny.us Any fiscal claiming questions should be directed to: Regions I-IV: Carolyn Oleyourryk 1-800-343-8859, ext. 4-7549 or (518) 474-7549 Carolyn.Oleyourryk@otda.state.ny.us Region V: Michael Borenstein (631) 854-9704 Michael.Borenstein@otda.state.ny.us Region VI: Marian Borenstein (212) 961-8250 Marian.Borenstein@otda.state.ny.us
Attachments:	Attachment A: 2006-2007 Allocation Amount Attachment B: Certification Re: Non-Supplantation and Plan
Attachment Available Online:	Yes

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts of the availability of \$5 million of Local Assistance General Funds in the State Fiscal Year (SFY) 2006-07 Enacted Budget for improving staff-to-client ratios in the child protective services workforce. This LCM also provides information on each social services district's allocation, the allocation methodology, how districts may use these funds and planning and claiming requirements.

II. Background

Chapter 53 of the Laws of 2006 allocated additional State aid to reimburse 100 percent of social services district expenditures related to the improvement of staff-to-client ratios in the local district child protective services workforce. The Law further stipulated that each social services district receiving these funds must certify that the district will not be using these funds to supplant other State and local funds and that claims for reimbursement under this appropriation will not be submitted for the same type and level of funds covered by any other State or locally authorized appropriation.

III. Program Implications

Attachment A provides the amount of funding allocated to each social services district. The allocations are based on the number of child protective investigations from April 2005 through March 2006 in each social services district. Funds are distributed to social services districts according to their respective shares of the total number of child protective investigations.

In order to receive the allocated funds, social services districts must complete Attachment B: "Certification Re: Non-Supplantation and Plan". Districts must indicate on the form how they will utilize these funds and provide a brief narrative explanation. Use of the funds must specifically relate to improving (reducing) the caseload size of child protective services workers who investigate reports of child abuse and maltreatment. The use of funds may include but is not limited to:

- Hiring one or more new child protective services workers;
- Paying overtime to existing child protective services workers;
- Hiring support staff and utilizing them in a manner that will specifically reduce the workload of child protective services staff;
- Innovative strategies aimed at reducing overdue safety assessments and report determinations.

The Certification and Plan must be submitted to your Regional Office Director by July 26, 2006.

IV. Fiscal and Claiming

The \$5 million in Local Assistance General Funds in the SFY 2006-07 Budget for expenditures related to the improvement of staff-to-client ratios in the local district child protective services workforce must be claimed as described below. These funds are to be used to reimburse expenditures beginning April 1, 2006, and ending March 31, 2007. As these funds are 100 percent State reimbursed, no additional federal revenues can be claimed on the amount of any expenditure reimbursed by this funding.

NOTE: The staff funded by this initiative cannot be included in the Random Moment Study (RMS) universe for those districts in the RMS.

Reimbursement is 100 percent State share up to the amount of the district's allocation. These project expenditures should be identified as F17 functional costs and reported on the Schedule D-17 "Distribution of Allocated Costs to Other Reimbursable Programs" (LDSS-3274) in a column labeled as "CPS Staff Ratio." These costs will carry forward to an LDSS-3922 "Reimbursement Claim for Special Projects" also labeled as "CPS Staff Ratio" in the Project Name Box. These costs should be reported in the Administration Costs column on the appropriate lines. Please note that the associated A-87 costs are not reimbursable from State funds and are therefore 100 percent local share. To receive reimbursement for these expenditures, social services districts must sign and submit the "Certification Re: Non-Supplantation and Plan" to the appropriate Regional Office of the Office of Children and Family Services, and submit the LDSS-3922 form to the Bureau of Financial Services Claims Unit, in the New York State Office of Temporary and Disability Assistance. Expenditures must be made by March 31, 2007, and claims must be submitted no later than June 30, 2007. OCFS may reallocate any unspent funds to other local districts that have claims in excess of their allocation. Any costs in excess of the allocation, after any reallocation, should be claimed as part of the General Services Administration cost pool on the Schedule D-2 "Allocation for Claiming General Services Administration Expenditures" (LDSS-2347-B). On this schedule, these costs will be subject to the Services Random Moment Survey (SRMS) process.

Please refer to Fiscal Reference Manual (FRM), Volume 2, Chapter 3 for further LDSS-3922 instructions. Instructions for the Schedules D-2 and D-17 are found in Volume 3 (Volume 4 for New York City) of the FRM, Chapters 9 and 18, respectively.

/s/ Jane G. Lynch

Issued By:

Name: Jane G. Lynch

Title: Deputy Commissioner

Division/Office: Development and Prevention Services

/s/ Susan A. Costello

Name: Susan A. Costello

Title: Deputy Commissioner

Division/Office: Administration

Attachment A: SFY 2006-2007 Allocation Amount

District	Allocation	District	Allocation
Albany	\$129,868	Ontario	39,547
Allegany	20,254	Orange	81,841
Broome	75,078	Orleans	17,783
Cattaraugus	40,440	Oswego	51,631
Cayuga	26,125	Otsego	19,602
Chautauqua	67,183	Putnam	13,835
Chemung	48,095	Rensselaer	64,093
Chenango	22,898	Rockland	38,209
Clinton	33,608	St. Lawrence	42,809
Columbia	25,438	Saratoga	47,409
Cortland	24,168	Schenectady	72,126
Delaware	19,465	Schoharie	14,178
Dutchess	84,759	Schuyler	6,729
Erie	271,511	Seneca	23,344
Essex	14,350	Steuben	46,654
Franklin	22,314	Suffolk	297,429
Fulton	30,210	Sullivan	35,119
Genesee	21,147	Tioga	19,087
Greene	21,971	Tompkins	23,859
Hamilton	1,305	Ulster	57,879
Herkimer	22,657	Warren	26,193
Jefferson	44,525	Washington	35,016
Lewis	8,479	Wayne	32,579
Livingston	22,177	Westchester	159,631
Madison	28,905	Wyoming	11,672
Monroe	189,120	Yates	10,951
Montgomery	24,408		
Nassau	195,643	Upstate	\$3,165,098
Niagara	82,665		
Oneida	102,885	New York City	\$1,834,902
Onondaga	154,242		
		Statewide Totals	\$5,000,000

Attachment B: Certification Re: Non-Supplantation and Plan

This is to certify that _____ social services district will use the allocation of funds authorized by Chapter 53 of the Laws of 2006 in the amount of \$ _____ to improve staff-to-client ratios in the local district child protective services workforce. Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funds covered by any other state or locally authorized appropriation.

Plan for use of funds: (check all that apply)

- Hiring one or more new child protective services workers
- Paying overtime to existing child protective services workers
- Hiring support staff and utilizing in a manner that will specifically reduce the workload of child protective services staff
- Innovative strategies aimed at reducing overdue safety assessments and report determinations
- Other

Narrative explanation

Signature and Title:
