



Eliot Spitzer  
Governor

NEW YORK STATE  
OFFICE OF CHILDREN & FAMILY SERVICES  
52 WASHINGTON STREET  
RENSSELAER, NY 12144

Gladys Carrión, Esq.  
Commissioner

### Local Commissioners Memorandum

<b>Transmittal:</b>	07-OCFS-LCM-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Development and Prevention Services Administration
<b>Date:</b>	April 25, 2007
<b>Subject:</b>	CPS Special Allocation for Improving Staff Ratios
<b>Suggested Distribution</b>	Directors of Social Services CPS Supervisors Accounting Supervisors
<b>Contact Person(s):</b>	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 <a href="mailto:Linda.Brown@ocfs.state.ny.us">Linda.Brown@ocfs.state.ny.us</a> RRO- Linda Kurtz (585) 238-8201 <a href="mailto:Linda.Kurtz@ocfs.state.ny.us">Linda.Kurtz@ocfs.state.ny.us</a> SRO- Jack Klump (315) 423-1200 <a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a> ARO- Glenn Humphreys (518) 486-7078 <a href="mailto:Glenn.Humphreys@ocfs.state.ny.us">Glenn.Humphreys@ocfs.state.ny.us</a> NYCRO- Brenda Smalls (212) 383-1820 <a href="mailto:Brenda.Smalls@ocfs.state.ny.us">Brenda.Smalls@ocfs.state.ny.us</a> YRO- Pat Sheehy (914) 377-2080 <a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a> Any fiscal claiming questions should be directed to: Regions I-IV: Carolyn Oleyourryk 1-800-343-8859, ext. 4-7549 or (518) 474-7549 <a href="mailto:Carolyn.Oleyourryk@otda.state.ny.us">Carolyn.Oleyourryk@otda.state.ny.us</a> Region V: Michael Borenstein (631) 854-9704 <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> Region VI: Marian Borenstein (212) 961-8250 <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a>
<b>Attachments:</b>	Attachment A: 2007-2008 Allocation Amount Attachment B: Certification Re: Non-Supplantation and Plan
<b>Attachment Available Online:</b>	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) 2007-2008 Enacted Budget for improving staff-to-client ratios in the child protective services (CPS) 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 2007 appropriates 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 stipulates that each social services district receiving these funds may use these funds for expenditures to continue or expand activities that were funded with last year's appropriation that was enacted for this purpose. Additionally, districts 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 2006 through March 2007 in each social services district. Funds are distributed to social services districts according to their respective shares of the statewide 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. Districts will be expected to incorporate in the narrative on Attachment B the performance or outcome measures that districts expect to utilize to determine the effectiveness of the reduction in staff-to-client ratios. 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 May 31, 2007.

Chapter 53 of the Laws of 2007 also appropriates \$4.7 million in new funds to be used solely to hire additional caseworkers and to increase the number of supervisory staff in the local district child protective workforce. The allocation of these funds is under development, and the Office of Children and Family Services (OCFS) will advise local districts of these allocations through a separate LCM.

#### **IV. Fiscal and Claiming**

The \$5 million in Local Assistance General Funds in the SFY 2007-2008 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, 2007, and ending March 31, 2008. Local districts' expenditures beginning April 2007 are the earliest ones that would qualify for this funding. 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 2**. These costs will carry forward to an LDSS-3922 "Reimbursement Claim for Special Projects," also labeled as CPS Staff Ratio 2 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 therefore are 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 OCFS Regional Office, 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, 2008, and claims must be submitted no later than June 30, 2008. 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 Random Moment Survey (RMS) 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*

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**Issued By:**

Name: Jane G. Lynch

Title: Deputy Commissioner

Division/Office: Development and Prevention Services

*/s/ Edna Mae Reilly*

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Name: Edna Mae Reilly

Title: Acting Deputy Commissioner

Division/Office: Administration

**Attachment A: SFY 2007-2008 Allocation Amount**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$122,778	Ontario	36,704
Allegany	19,923	Orange	86,463
Broome	69,099	Orleans	18,271
Cattaraugus	41,855	Oswego	50,342
Cayuga	25,592	Otsego	18,433
Chautauqua	59,899	Putnam	13,930
Chemung	44,252	Rensselaer	62,199
Chenango	21,834	Rockland	38,842
Clinton	33,302	St. Lawrence	44,057
Columbia	24,944	Saratoga	50,083
Cortland	22,417	Schenectady	77,651
Delaware	18,044	Schoharie	13,185
Dutchess	80,956	Schuyler	7,548
Erie	257,866	Seneca	19,308
Essex	15,355	Steuben	47,005
Franklin	20,765	Suffolk	294,278
Fulton	27,892	Sullivan	35,278
Genesee	20,603	Tioga	17,493
Greene	22,482	Tompkins	23,422
Hamilton	616	Ulster	57,728
Herkimer	21,154	Warren	24,588
Jefferson	45,126	Washington	34,047
Lewis	8,455	Wayne	30,775
Livingston	23,163	Westchester	170,885
Madison	27,925	Wyoming	10,528
Monroe	180,959	Yates	10,755
Montgomery	23,843		
Nassau	183,843	Upstate	3,067,174
Niagara	73,861		
Oneida	99,550	New York City	1,932,826
Onondaga	135,023		
		Statewide Totals	\$5,000,000

**Attachment B: Certification Re: Non-Supplantation and Plan for CPS funding to Improve Staff-to-Client Ratios**

This is to certify that \_\_\_\_\_ social services district will use the allocation of funds authorized by Chapter 53 of the Laws of 2007 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 funding covered by any other state or locally authorized appropriation, except to fund expenditures to continue or expand activities that were funded with the 2006 appropriation enacted for this purpose.

**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 – Include performance or outcome measures that the social services district expects to utilize to determine the effectiveness of the planned strategy in improving staff-to-client ratios for CPS workers.**

**Signature and Title:**

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