



David A. Paterson
Governor

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

Gladys Carrión, Esq.
Commissioner

Local Commissioners Memorandum

Transmittal:	09-OCFS-LCM-13
To:	Local District Commissioners
Issuing Division/Office:	Strategic Planning & Policy Development
Date:	October 19, 2009
Subject:	Guidelines and Instructions for Preparing Child and Family Services Plan Annual Plan Update
Contact Person(s):	See Technical Assistance Contacts, Page 4
Attachments:	Strategic Component – Child and Family Services Plan Administrative Component – Youth Bureau Administrative Component – Department of Social Services PINS Diversion Plan Child Care Technical Assistance - #1 Eligible Families Child Care Technical Assistance - #2 Limiting Eligibility for Other Eligible Families if Funds are Not Available
Attachments Available On-Line:	Yes. All Templates may be accessed individually at: http://www.ocfs.state.ny.us/main/policies/external/OCFS_2009/LCMs/09-OCFS-LCM-13_docs.asp

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide the guidelines for the Annual Plan Update (APU) for the required county Child and Family Services Plan (CFSP). These guidelines are being provided separately and simultaneously to County Youth Bureaus and County Probation Departments. The APU is due December 15, 2009. Through this APU, counties will report on any changes being implemented in their current CFSP and make any necessary changes to their CFSP for the remaining period of their plan. As per the June 29, 2009 letter to LDSS Commissioners, Youth Bureau Directors, and Probation Directors referencing the 2010 CFSP, the current 2007-2009 CFSP is being extended through December 31, 2010 in order to implement CFSP improvements and efficiencies prior to the next required full submission. County Youth Bureaus and Local Departments of Social Services (LDSS) are required by statute to develop and submit to the State local multi-year plans for the provision of services and the allocation of resources. This CFSP also includes the required PINS Diversion Plan which is developed by LDSS, County Youth Bureaus and County Probation Departments.

II. Background

OCFS is committed to assisting counties in having a local collaborative planning process.

The county planning process is designed to reflect the following principles and objectives:

- to support and acknowledge a local collaborative planning process inclusive of broad stakeholder involvement;
- to encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- to clarify required planning expectations for counties;
- to support a process that focuses on outcomes for children, youth, families, adults and communities;
- to support the important respective administrative roles and responsibilities of County Youth Bureaus and Departments of Social Services;
- to streamline and improve the design of the plan.

III. Program Implications

There have been some requirements added to the APU based on changes to regulation or statutes since the CFSP Three Year Guidelines were released on May 23, 2006. These new requirements are:

- Counties **must** report on their use of performance- or outcome-based provisions for preventive services. For contracted services language has been added to the Administrative Component LDSS under sections I. b and II. (For directly provided services, the Strategic Component incorporates those requirements)
- The change in regulation to 18 NYCRR section 415.2(a)(3)(vii)(c) became effective May 15, 2009 which expands the categories of families that are eligible if funds are available and if a LDSS has listed such families as eligible in its Child and Family Services Plan to address the needs of families where the caretaker(s) is a dislocated worker and is participating in a training program. LDSS may choose to serve these families to provide safe and affordable child care in order to enable these caretakers to be trained in various skills and rejoin the workforce in new employment. Any district that chooses to include this option in its plan must complete Appendix G- 2, number 11. Districts were notified of this change on May 18, 2009 in the 09-OCFS-LCM-07. Those districts that chose to amend their CFSP to include this option do not need to resubmit their request as their CFSP has already been updated and approved to include the option.

A district has the option, if it so chooses in the child care portion of its Child and Family Services Plan, to increase the enhanced market rate for eligible legally-exempt family child care and in-home child care categories up to 75 percent of the applicable registered family day care market rate. Districts that choose to increase the enhanced market rate must complete Appendix G-11. Districts were notified of this change on May 18, 2009 in the 09-OCFS-LCM-07. Those districts

that chose to amend their CFSP to include this option do not need to resubmit their request as their CFSP has already been updated and approved to include the option.

IV. Guidelines

The Annual Plan Update Guidelines are based on existing requirements and are intended to make the process more efficient.

Efforts have been made to streamline required information in the form of checklists and templates. Input from local districts, youth bureaus, and probation has been incorporated and will be considered for future improvements to the county planning process.

Annual Plan Update Guidelines (attached)

The Annual Plan Update guidelines included here are:

- Strategic Component
- Administrative Component – Youth Bureau
- Administrative Component – Department of Social Services
- PINS Diversion Services

Templates (REQUIRED)

Templates have been created for each part of the 2009 APU. These templates correspond to the narrative sections of the plan and each appendix. Districts must complete and submit the templates and/or appendix for each required section of the plan and for any section of its plan that the district is amending. The use of templates will facilitate in the electronic submission the 2009 APU and will expedite the approval process. The use of templates for the submission of this APU is *required*. These templates are available online at the OCFS internet site under External Policies, Local Commissioners Memorandum at <http://www.ocfs.state.ny.us/main/policies/external/>.

Submission Date

All components of the APU are due to OCFS by December 15, 2009. Each county is required to mail in one original copy of its completed APU **and** email one electronic copy. All electronic submissions are required to be submitted in **Word** format No other formats will be accepted. Please clearly number all pages.

The original copy should be mailed to:

Attn: Deborah Michela
County Plans
Division of Child Welfare and Community Services
Regional Operations
NYS Office of Children and Family Services
52 Washington Street, Room 321N
Rensselaer, New York 12144

The electronic copy should be mailed to: Kristin.Gleeson@ocfs.state.ny.us

Technical Assistance Contacts

The staff in the regional offices of the Division of Child Welfare and Community Services and the regional offices of the Office of Youth Development, listed below, continues to be available and involved on an ongoing basis.

Regional Office – Child Welfare and Community Services (CWCS)

BRO	Mary Miller	(716) 847-3145	Mary.Miller@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	Kerri Barber	(518) 486-7078	Kerri.Barber@ocfs.state.ny.us
NYCRO	Patricia Beresford	(212) 383-1788	Patricia.Beresford@ocfs.state.ny.us
SVO	Pat Sheehy	(845) 708-2498	Patricia.Sheehy@ocfs.state.ny.us

Regional Office – CWCS Youth Development

BRO	Christine Garmon-Salaam	(716) 847-3331	Christine.Garmon-Salaam@ocfs.state.ny.us
	Joe Proietti	(716) 847-3860	Joseph.Proietti@ocfs.state.ny.us
RRO	Lydia Dzus	(585) 238-821	Lydia.Dzus@ocfs.state.ny.us
SRO	Denise Dyer	(315) 423-5432	Denise.Dyer@ocfs.state.ny.us
	Thomas Mitchell	(315) 423-5491	Thomas.Mitchell2@ocfs.state.ny.us
ARO	Larry Hayes	(518) 473-8866	Larry.Hayes@ocfs.state.ny.us
	Matt Beck	(518) 473-2543	Matt.Beck@ocfs.state.ny.us
	Lynda Fleurismond	(518) 402-3715	Lynda.Fleurismond@ocfs.state.ny.us
NYCRO	Arlene Reece-Solomon	(212) 383-4704	Arlene.Reece@ocfs.state.ny.us
	Sonia Tate	(212) 383-4705	Sonia.Tate@ocfs.state.ny.us
SVO/LIRO	Princella Stover	(516) 564-4445	Princella.Stover@ocfs.state.ny.us

In addition, questions on additional content areas may be directed to:

- Detention Services – Theresa Portelli, (518) 473-4630; Theresa.Portelli@ocfs.state.ny.us
- Child Care – Rhonda Duffney, (518) 474-9620; Rhonda.Duffney@ocfs.state.ny.us
- Domestic Violence – Pamela Jobin, (518) 402-6766; Pamela.Jobin@ocfs.state.ny.us
- Adult Services – Paula Vielkind, (518) 474-9590; Paula.Vielkind@ocfs.state.ny.us
- Program Information – Robert Dick, (518) 474-3475; Robert.Dick@ocfs.state.ny.us

/s/ Nancy W. Martinez

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning & Policy Development