



Andrew M. Cuomo  
*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>	11-OCFS-LCM-09
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Child Welfare and Community Services Administration
<b>Date:</b>	June 21, 2011
<b>Subject:</b>	<b>2011-2012 Enhanced CPS Funds</b>
<b>Contact Person(s):</b>	See page 4
<b>Attachments:</b>	Attachment A: SFY 2011-2012 Allocation Amount Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios
<b>Attachment Available Online:</b>	No

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise social services districts of the availability of \$757,193 of Local Assistance General Funds in the State Fiscal Year (SFY) 2011-2012 Enacted Budget for the improvement of child protective services staff-to-client ratios. This LCM also provides information on each social services district's allocation, the allocation methodology, how districts may use the funds, and planning and claiming requirements.

## II. Background

Chapter 53 of the Laws of 2011 appropriates additional state aid to reimburse 100 percent of social services district expenditures related to the improvement of staff-to-client ratios in local districts' child protective services workforces including, but not limited to, new hiring to increase the number of caseworkers and supervisory staff in the local district child protective services workforce. Districts must certify that they 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 appropriations.

## III. Program Implications

Attachment A provides the amount of funding allocated to each social services district. A district is qualified to receive an allocation if: 1) the workload for the average worker was more than 12 reports per month as of February 28, 2011 as noted on the Open Case Inquiry Investigations Statewide Total Report, and 2) the percentage of overdue report determinations for the district was more than 10 percent as of February 28, 2011.

If eligible, a small district will receive \$15,129, a medium district - \$30,000, and a large district - \$50,000. District size for this purpose is based on Appendix B: Comparable Groups from the Monitoring and Analysis Profile – 2008.

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. Funds for hiring additional staff must only be used for the cost of salary and fringe benefits, and must be spent by March 31, 2012.

To receive the funds, social services districts must submit plans to their respective Regional Office **by July 13, 2011**, that include the following information:

- If the funds will be used to hire staff, the position(s) for which the allotted funds will be used (indicate if full time, part time or per diem) and the estimated time frames as to when the position(s) is/are expected to be approved by the necessary local government authorities, and when it is anticipated that the new staff will be hired (a letter from the chief executive officer and/or the chief elected official of the county is encouraged). OCFS's preference is for the approval and hiring to occur quickly;
- If funds will be used for overtime, the start date for the use of overtime;
- If the funds will be used for innovative strategies to reduce the number of overdue report determinations and caseloads, the details of the strategies that will be implemented; and
- Regardless of how the funds are used, the projected performance or outcome measures for the reduction in the workload of the average worker as noted on the

Open Case Inquiry Investigation Statewide Total Report as of February 28, 2011 and/or percentage of reduction of overdue report determinations for the district as of February 28, 2011, as applicable, and the timeframes for the reductions based on one or more of the strategies listed above.

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

There is \$757,193 in Local Assistance General Funds in the SFY 2011-2012 Budget for expenditures related to the improvement of staff-to-client ratios in the local district child protective services workforce. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning April 1, 2011, and ending March 31, 2012. As these funds are 100 percent state reimbursed, no additional federal revenues can be claimed based on any expenditure reimbursed by this funding.

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

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 (Other Reimbursable Programs) on the Schedule D, "DSS Administrative Expense Allocation and Distribution by Function and Program" (LDSS-2347), and reported on the "Distribution Schedule D-17, of Allocated Costs to Other Reimbursable Programs" (LDSS-3274), in a column labeled as Enhanced CPS SR 54. These costs will carry forward to an LDSS-3922, "Reimbursement Claim for Special Projects," also labeled as Enhanced CPS SR 54 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 submit their claims electronically through the TRACS system. Expenditures must be made by March 31, 2012, and claims must be submitted no later than June 30, 2012. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation. Once final claims are in and any reallocation is completed, the excess will be factored into the 95.4 percent of 65 percent (62 percent) state share reimbursement calculations, provided that the districts meet their child welfare threshold requirement.

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

(<http://www.otda.state.ny.us/MAIN/resources/fiscal-reference> )

**V. Contact Persons**

Any programmatic questions should be addressed to the appropriate Regional Offices, Division of Child Welfare and Community Services:

BRO – Dana Whitcomb	(716) 847-3145	<a href="mailto:Dana.Whitcomb@ocfs.state.ny.us">Dana.Whitcomb@ocfs.state.ny.us</a>
RRO – Karen Buck	(585) 238-8201	<a href="mailto:Karen.Buck@ocfs.state.ny.us">Karen.Buck@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 – Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.state.ny.us">Kerri.Barber@ocfs.state.ny.us</a>
SVRO – Patricia Sheehy	(845) 708-2499	<a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a>
NYCRO – Patricia Beresford	(212) 383-1788	<a href="mailto:Patricia.Beresford@ocfs.state.ny.us">Patricia.Beresford@ocfs.state.ny.us</a>

Any claiming questions should be directed to:

Regions I-V: Edward Conway 1-800-343-8859, ext. 4-7549 or (518) 474-7549  
E-mail – [Edward.Conway@otda.state.ny.us](mailto:Edward.Conway@otda.state.ny.us)

*/s/ Laura M. Velez*

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**Issued By:**

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services

*/s/ Edna Mae Reilly*

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**Issued By:**

Name: Edna Mae Reilly

Title: Acting Deputy Commissioner

Division/Office: Administration

**Attachment A: SFY 2011-2012 Allocation Amount**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$50,000	Madison	15,129
Allegany	15,129	Monroe	50,000
Broome	30,000	Montgomery	15,129
Cattaraugus	30,000	Nassau	50,000
Cayuga	15,129	Niagara	30,000
Chautauqua	30,000	Orange	30,000
Chenango	15,129	Ostego	15,129
Clinton	15,129	Rensselaer	30,000
Columbia	15,129	Schenectady	30,000
Cortland	15,129	Seneca	15,129
Dutchess	30,000	St. Lawrence	30,000
Essex	15,129	Suffolk	50,000
Franklin	15,129	Sullivan	15,129
Fulton	15,129	Washington	15,129
Herkimer	15,129	Yates	15,129
Jefferson	30,000		
		<b>Total</b>	<b>\$757,193</b>

**Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios (due by July 13, 2011)**

This is to certify that \_\_\_\_\_ social services district will use the allocation of these funds authorized by Chapter 53 of the Laws of 2011 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 State fiscal year 2011-2012 appropriation enacted for this purpose.

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

- Hiring one or more new child protective services workers
- Hiring support staff and utilizing in a manner that will specifically reduce the workload of child protective services staff
- Paying overtime to existing child protective services workers
- Innovative strategies aimed at reducing overdue report determinations and /or caseloads (specify) \_\_\_\_\_

**Narrative explanation** – Please describe below the details as to how the funds will be spent as outlined on page 2 under programs implications.

Complete the targeted performance measures noted below that the social services district expects to realize as a result of these funds.

Number of workers with more than 15 reports as of 2/28/11 was \_\_\_\_\_ (insert total from 2/28/11 OCI report)

**Goal** -Number of workers with more than 15 reports as of 3/31/12 will be \_\_\_\_\_

Percent of reports with overdue determinations as of 2/28/11 was \_\_\_\_\_  
(insert total from 2/28/11 OCI report)

**Goal** -Percent of reports with overdue determinations as of 3/31/12 will be \_\_\_\_\_

**Signature and Title:**