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Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
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Commissioner

Local Commissioners Memorandum

Transmittal:	12-OCFS-LCM-16
To:	Local District Commissioners Directors of Services Youth Bureau Directors County Probation Directors
Issuing Division/Office:	Child Welfare and Community Services
Date:	December 7, 2012
Subject:	Guidelines and Instructions for Preparing the 2013 Child and Family Services Plan Update
Contact Person(s):	See Technical Assistance Contacts on Page 3
Attachments:	No
Attachment Available Online:	Child and Family Services Plan, instructions and log-in for templates: http://ocfs.state.nyenet/cfsp/login.asp

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance for the completion of the Annual Plan Update (APU) for the required county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus and county probation departments. The APU is due January 31, 2013. Through this APU, counties will report on any changes being implemented in their current CFSP, and make any necessary changes to the CFSP for the remaining period of their plan. County youth bureaus and local departments of social services (LDSS) are required by statute to develop and submit to New York State local multi-year plans for the provision of services and the allocation of resources, including the required PINS Diversion Plan which is developed by LDSS, county youth bureaus, and county probation departments.

II. Background

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

- Support and acknowledge a local collaborative planning process that includes broad stakeholder involvement;
- Encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- Clarify required planning expectations for counties;
- Support a process that focuses on outcomes for children, youth, families, adults and communities;
- Support the important respective administrative roles and responsibilities of county youth bureaus and departments of social services; and
- Streamline and improve the design of the plan.

III. Program Implications

An additional requirement has been added to the APU based on a change to Social Services Law (447-b), which was effective April 1, 2010. The new law requires every local social services district as a component of the district's multi-year consolidated services child welfare services plan to address the child welfare services needs of sexually exploited children and, to the extent that funds are available, ensure that preventative services are available to children residing in the district. Such services for sexually exploited children in the district include a short-term safe house, or another short-term safe placement such as an approved runaway and homeless youth program, approved respite or crisis program providing crisis intervention or respite services, or community-based program.

Local departments of social services are required to submit the APU electronically using the Appendix templates that can be found on the OCFS intranet site under the Child and Family Services Plan page. To access the Plan appendix templates directly, use the following link: <http://ocfs.state.nyenet/cfsp/login.asp>

Instructions for accessing and completing the new automated Child and Family Services Plan APU can be also found on the **Child and Family Services Plan** page. Additionally, an iLinc training will be delivered. A separate training notice indicating the dates and times will be forthcoming.

The Appendix templates are now stand-alone templates and must be used to record any changes to your county plan. There are several Appendix templates that are required to be updated annually; they are listed below.

Appendices Requiring Annual Update:

- Table of Contents
- Signature/Attestation/Waiver – Appendix A
- Plan Program Narrative

- Public Hearing - Appendix E
- Program Matrix – Appendix F
- Persons in Need of Supervision (PINS) Diversion Services – Appendix V
- Services to Exploited Children – Appendix W (New)

All other Appendix templates are only needed if changes are being made to the existing five-year plan.

All required Appendix templates and those non-required with updates are due to OCFS by January 31, 2013. Each county is required to complete one electronic copy of its APU. Hard copies are no longer necessary. The original signed signature page should be maintained by the county in its records and made available to OCFS upon request.

Technical Assistance Contacts

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

Regional Office – Child Welfare and Community Services (CWCS)

BRO - Dana Whitcomb, (716) 847-3145; Dana.Whitcomb@ocfs.state.ny.us

RRO - Karen Buck, (585) 238-8201; Karen.Buck@ocfs.state.ny.us

SRO - Dan Comins, (315) 423-1200; Dan.Comins@ocfs.state.ny.us

ARO - Kerri Barber, (518) 486-7078; Kerri.Barber@ocfs.state.ny.us

NYCRO - Markette Harris, (212) 383-1808; Markette.Harris@ocfs.state.ny.us

SVRO - Ray Toomer, (845) 708-2498; Raymond.Toomer@ocfs.state.ny.us

Questions on content areas may be directed to:

- Child Care - Rhonda Duffney, (518) 474-3775; 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
- System Issues - Tim Griswold, (518) 402-6675; Timothy.Griswold@ITS.ny.gov

/s/ Laura M. Velez

Issued By:

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services