



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

Transmittal:	13-OCFS-LCM-12
To:	Local District Commissioners
Issuing Division/Office:	Division of Child Welfare and Community Services / Division of Administration
Date:	July 30, 2013 (Revised November 20, 2013)
Subject:	TANF Funding For Non-Residential Domestic Violence Services for 2013-2014
Contact Person(s):	See Section VI
Attachments:	A. Individual County Allocations B. Allocation Attestation C. Federal TANF Funding Guidelines and Claiming Instructions
Attachment Available Online:	Yes (as attachments to this LCM) http://www.ocfs.state.ny.us/main/policies/external

Note: This policy was revised on November 20, 2013 to correct a technical error in the calculation of the allocations. This revision impacts only New York City, with a decrease of \$68 in its allocation.

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local social services districts of their allocation for Non-Residential Domestic Violence (DV) Services being administered through the Office of Children and Family Services (OCFS). The enacted budget for State Fiscal Year (SFY) 2013-14 includes a separate Temporary Assistance for Needy Families (TANF) appropriation of \$1,210,000 for the provision of Non-Residential Domestic Violence Services. The allocation for each county is listed in Attachment A of this document.

II. Background

TANF funding for Non-Residential Domestic Violence Services is administered by the OCFS. In addition to the TANF appropriation for Non-Residential Domestic Violence Services, districts have the option of dedicating a portion of their Flexible Fund for Family Services (FFFS) allocation to further support Non-Residential Domestic Violence Services.

III. Allocation Methodology

The funding is allocated to local social services districts based on program needs and prior year methodology, with a base allocation of \$10,083 provided to each district. Additional funds are allocated based on domestic violence expenditures and claiming history. Please see Attachment A for a complete list of county allocations.

IV. Program Implications and Federal TANF Funding Guidelines

These TANF funds must be used for enhanced or expanded core and/or optional Non-Residential Domestic Violence Services provided by approved Non-Residential Domestic Violence Programs only for persons with incomes up to 200% of the poverty level. For a complete list of approved Non-Residential Domestic Violence Programs, refer to the OCFS website at <http://ocfs.ny.gov/main/dv/providerlist.asp>.

Local districts must complete Attachment B, TANF 2013-14 Non-Residential Domestic Violence Services Plan and Allocation Attestation, indicating if the district intends to access these TANF allocations. If the local district intends to use the funds, a plan needs to be submitted for each approved Non-Residential Domestic Violence Service Provider that will receive money from this allocation. The plans must provide a description of the programs and services being provided with the TANF monies for TANF eligible victims of domestic violence and their children.

Note: Funds cannot be used for medical services, DV hotline services, DV outreach/educational services, or capital expenditures.

Please send the signed and dated Attachment B and plans by August 22, 2013, by mail to:

Pamela Jobin

NYS Office of Children & Family Services
Bureau of Program and Community Services
52 Washington Street, Room 334 North
Rensselaer, N.Y. 12144-2796

As in previous years, these funds must be expended and claimed in accordance with the federal TANF Funding Guidelines and Claiming Instructions in Attachment C.

V. Claiming Instructions and Periods

All expenditures against the Non-Residential Domestic Violence Services allocation should be claimed in accordance with the local social services district's Non-Residential Domestic Violence Services approved plan.

The expenditures for the Non Res DV projects should be claimed through the RF17 claim package for special project claiming. Administrative and/or contracted costs associated with approved plans should be identified as F17 functional costs and reported on the Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)" in the F17 column in the RF2A claim package. The individual project costs must also be reported on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" Using the project label Non Res DV 12 from the drop down menu on the Automated Claiming System (ACS).

Salary and non-salary costs of staff should be charged to the RF17 claim package.. Local district staff not working fulltime on Non-Residential Domestic Violence Services must be time studied and only related costs should be charged to Non-Residential Domestic Violence Services.

Non-salary administrative costs are reported with the appropriate object of expense(s) on the LDSS-923B Summary-Administrative (page 1) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs." Program costs are reported as object of expense 37 - Special Project Program Expense on the LDSS-923B Summary-Program (page 2) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs." The expenditures should be entered in the RF17 Claim Package based on the guidelines noted in Attachment C.

Total project costs and shares should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)."

Instructions for the Schedule D and RF17 claim package are found in Chapters 7 and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at <http://otda.state.nyenet/bfdm/finance/>.

Costs are claimed at the 100 percent Federal Share for clients in receipt of TANF or who are eligible for TANF with incomes up to 200 percent of the poverty level. Reimbursement is available up to the limit of the allocation. Costs over the allocation will become regular domestic violence services expenditures, which are subject to 50 percent state reimbursement net of any available Title XX funds.

Because of federal reporting requirements, the local district must report both program and administrative costs for claiming purposes. The RF17 claim package permits the reporting of both types of expenditures on the same form.

Under federal TANF regulations, there is a 15 percent limitation for costs that may be claimed for administrative activities. Under the same regulations, certain activities that are normally considered administrative are now classified as program costs under these federal rules and, therefore, are not subject to the 15 percent cap. The guidelines on what costs are administrative and which are non-administrative are noted above.

The funds being announced in this LCM for SFY 2013-14 (DV Round 12) labeled on the RF-17 as Non Res DV 12 must be spent by June 30, 2014, and claimed by August 15, 2014. These funds are to be used to reimburse expenditures beginning October 1, 2012, and ending June 30, 2014, with claims due by August 15, 2014.

Additionally, local districts with unexpended balances of Non-Residential Domestic Violence Services funding from DV 10 (SFY 2011-12 funding) labeled as Non Res DV 10 and DV 11 (SFY 2012-13 funding) labeled as Non Res DV 11 can be claimed on the RF17 for expenditures from October 1, 2012 through June 30, 2014, with claims due by August 15, 2014. Non Res DV 10 and DV 11 allocations should be spent down by those districts with existing balances prior to claiming for Non Res DV 12 monies. OCFS may reallocate any

unspent funds from a local district to other local districts that have claims in excess of their allocation.

VI. Contact Persons

Programmatic questions should be directed to either the OCFS home office staff or the appropriate OCFS Regional Office, Division of Child Welfare and Community Services staff, listed below:

Home Office

Pamela Jobin (518) 474-4787; Pamela.Jobin@ocfs.ny.gov OR

Gabrielle Ares (518) 474-1361; Gabrielle.Ares@ocfs.ny.gov

Regional Offices

Buffalo Dana Whitcomb (716) 847-3145

Dana.Whitcomb@ocfs.ny.gov

Rochester Karen Buck (585) 238-8201

Karen.Buck@ocfs.ny.gov

Syracuse Sara Simon (315) 423-1200

Sara.Simon@ocfs.ny.gov

Albany Kerri Barber (518) 486-7078

Kerri.Barber@ocfs.ny.gov

Spring Valley Yolanda Desarme (845) 708-2498

Yolanda.Desarme@ocfs.ny.gov

NYC Raymond Toomer (212) 383-1788

Raymond.Toomer@ocfs.ny.gov

Any questions concerning claiming procedures may be directed to the OTDA Bureau of Financial Services by e-mail or telephone:

Edward Conway (Regions I-V) at (518) 474-7549

Edward.Conway@otda.ny.gov

Michael Simon (Region VI) at (212) 961-8250

Michael.Simon@otda.ny.gov

Issued By:

/s/ Laura M. Velez

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services

/s/ Mikki Ward-Harper

Name: Mikki Ward-Harper

Title: Acting Deputy Commissioner

Division/Office: Administration

Attachment A

SFY 2013-2014 TANF NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES ALLOCATIONS

<i>District</i>	Allocation		<i>District</i>	Allocation
Albany	10,202		Ontario	10,083
Allegany	10,083		Orange	10,188
Broome	10,083		Orleans	10,083
Cattaraugus	10,083		Oswego	10,083
Cayuga	10,083		Otsego	10,083
Chautauqua	13,877		Putnam	10,083
Chemung	10,083		Rensselaer	10,083
Chenango	10,083		Rockland	10,083
Clinton	10,083		St. Lawrence	10,083
Columbia	10,083		Saratoga	10,083
Cortland	10,083		Schenectady	10,083
Delaware	10,083		Schoharie	10,083
Dutchess	20,449		Schuyler	10,083
Erie	58,033		Seneca	10,083
Essex	10,083		Steuben	10,083
Franklin	10,083		Suffolk	19,199
Fulton	10,083		Sullivan	10,083
Genesee	10,083		Tioga	10,083
Greene	10,083		Tompkins	10,083
Hamilton	10,083		Ulster	10,083
Herkimer	10,083		Warren	10,083
Jefferson	10,083		Washington	10,083
Lewis	10,083		Wayne	10,083
Livingston	10,083		Westchester	22,224
Madison	10,083		Wyoming	10,083
Monroe	29,450		Yates	10,083
Montgomery	10,083			
Nassau	11,504		Upstate	705,824
Niagara	14,045			
Oneida	24,357		New York City	504,176
Onondaga	18,629			
			Statewide Totals	1,210,000

Note: This policy was revised on November 20, 2013 to correct a technical error in the calculation of the allocations. This revision impacts only New York City, with a decrease of \$68 in its allocation.

ATTACHMENT B

TANF 2013-2014 NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES PLAN AND ALLOCATION ATTESTATION

DISTRICT:

TANF PLAN CONTACT PERSON:

PHONE # AND E-MAIL ADDRESS:

Check one:

___ By signing this form, I am attesting that the social services district will use its TANF 2013-14 allocation for enhanced or expanded core and/or optional Non-Residential Domestic Violence Services provided by approved Non-Residential Domestic Violence Programs only for persons with incomes up to 200 percent of the poverty level as outlined in the attached, and expenditures will continue to be in accordance with federal TANF guidelines.

___ By signing this form, I am attesting that the social services district will not be accessing its TANF 2013-14 allocation for Non-Residential Domestic Violence Services.

Name of approved Non-Residential Domestic Violence Service Provider(s) that will receive these funds, and contact person and telephone number or e-mail address:

Program:	Contact Person:
1. _____	_____
2. _____	_____
3. _____	_____

For each provider listed, provide a brief description of the services that will be supported with this allocation. Use additional sheets as required. (Note: these funds cannot be used to supplant existing federal, state and/ or local funding sources):

Commissioner Signature	Date
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Send signed Attachment B with any additional sheets by August 22, 2013 by mail to:

Pamela Jobin
NYS Office of Children & Family Services
Bureau of Program and Community Services
52 Washington Street, Room 334 North
Rensselaer, N.Y. 12144-2796

ATTACHMENT C**FEDERAL TANF FUNDING GUIDELINES AND CLAIMING INSTRUCTIONS****Federal TANF Funding Guidelines**Eligible Families/Individuals

- Funds may be used for families, children and non-custodial parents who are at or below 200 percent of the federal poverty level, and otherwise meet the TANF categorical eligibility standards including the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) U.S. citizenship or qualified alien requirements. For the SFY 2013-14 allocation, the income standards are noted below:

2013 HHS Poverty Guidelines

SOURCE: Federal Register, Volume 78, Number 16, Thursday, January 24, 2013, pp. 5182-5183

Persons in Family Unit	Poverty Level	200% of Poverty
1	\$11,490	\$22,980
2	\$15,510	\$31,020
3	\$19,530	\$39,060
4	\$23,550	\$47,100
5	\$27,570	\$55,140
6	\$31,590	\$63,180
7	\$35,610	\$71,220
8	\$39,630	\$79,260
For each additional person, add	\$4,020	\$8,040

Allowable Costs

- Allowable services must meet the federal definition of non-assistance.
- The funds may not be used for assistance. Assistance for federal purposes consists of any payment or benefit designed to meet ongoing basic needs -- food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Assistance also includes supportive services such as transportation or child care provided to unemployed recipients. Assistance paid to a Family Assistance or Non-Cash Safety Net

Assistance/Federal Participation recipient is counted toward the 60-month TANF time limit. Assistance counts toward the support offset.

- Funds may be utilized to provide transportation services only when those services are incidental to the services being provided to TANF-funded public assistance (PA). With regard to transportation services, transportation is permissible for employment or other allowable activities, as long as the program of transportation does not constitute assistance or, if it does constitute assistance, it can only be provided to people receiving PA.
- Funds cannot be used for medical services, Domestic Violence (DV) hotline services, DV outreach/educational services, and capital expenditures.

Cost Allocation

- Costs must be allocated to benefiting programs when more than one program is involved in a particular activity, whether done by local district staff or contractor staff. Cost allocation rules are contained in the Fiscal Reference Manuals and in Federal Circular OMB A-87 for LSSDs; non-profit organizations, other than hospitals and institutions of higher education or those specifically excluded, are governed by OMB Circular A-122; OMB Circular A-21 contains rules for Education Institutions, 48 CFR 31 governs for-profit organizations.

Administrative Costs 15 Percent Rule

- The maximum amount the state can spend on administration is 15 percent against the TANF Block Grant after transfer to other block grants. This limitation applies to the non-residential domestic violence allocation for SFY 2013-14.
- The federal definition of administration is different from the state definition. When TANF costs are claimed to the federal government, they must be claimed according to the federal definition. The final federal regulations exclude direct costs, including salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance). For example, the cost of providing diversion benefits and services, providing program information to clients, screening and assessment, development of employability plans, work activities, post-employment services, work supports, and case management services, including those involving child welfare case management, except for performing the eligibility determinations, are all excluded from the definition, and should be claimed as program expenditures. Also excluded are costs for contracts devoted entirely to program activities.
- The revised definition specifically includes contract costs (except those excluded totally or in part as program activities), all indirect and overhead costs, and activities related to eligibility determinations within the definition of administrative costs. The following are examples of administrative costs included in the regulations:
 - Salaries and benefits of staff performing administrative and coordination functions
 - Preparation of program plans, budgets, and schedules
 - Monitoring programs and projects

- Fraud and abuse units
- Procurement activities
- Public relations
- Services related to accounting, litigation, audits, management of property, payroll, and personnel
- Costs for the goods and services required for administration of the program (supplies, equipment, travel postage, utilities, office rent, and maintenance), provided that such costs are not excluded as program services
- Travel costs incurred for official business and not excluded as program costs
- Management information systems not related to tracking and monitoring (such as state payroll staff)
- Preparing reports and other documents

Overhead and A-87 costs must be budgeted for any program for which local district staff is budgeted.

Claiming Instructions (repeated from Page 2 of the LCM)

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