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*Governor*

**NEW YORK STATE**  
**OFFICE OF CHILDREN & FAMILY SERVICES**  
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RENSSELAER, NY 12144

**Gladys Carrión, Esq.**  
*Commissioner*

## **Local Commissioners Memorandum**

<b>Transmittal:</b>	13-OCFS-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	August 7, 2013
<b>Subject:</b>	<b>2013-2014 Enhanced CPS Funds</b>
<b>Contact Person(s):</b>	See pages 3-4
<b>Attachments:</b>	Attachment A: SFY 2013-2014 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 \$757,199 of Local Assistance General Funds in the State Fiscal Year (SFY) 2013-2014 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 2013 appropriates additional state aid to reimburse 100 percent of social services districts 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 percentage of caseworkers with a workload of more than 15 reports per month was 10 percent or more as of March 31, 2013, and 2) the percentage of overdue report determinations for the district was more than 10 percent as of March 31, 2013, as noted on the March 2013 Child Protective Performance Report.

If eligible, a small district will receive \$21,323, a medium district - \$30,000, and a large district - \$50,000. District size for this purpose is based on the Appendix B: Comparable Groups as noted in the MAPS package.

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, 2014.

To receive the funds, social services districts must submit plans to their respective Regional Office **by August 30, 2013**, 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 that was noted on the Child Protective Performance Report as of March 31, 2013, and/or for the percentage of reduction of overdue report determinations for the district noted as of March 31, 2013, as applicable, and the time frames for the reductions based on one or more of the strategies listed above.

Districts receiving an allocation will be required to provide by April 30, 2014, a year-end summary of their performance and progress toward meeting the target of reduced reports per caseworker and reduced overdue determinations.

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

There is \$757,194 in Local Assistance General Funds in the SFY 2013-2014 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, 2013, and ending March 31, 2014. 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 claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs (Other Reimbursable Programs) and reported on the Schedule D, "DSS Administrative Expense Allocation and Distribution by Function and Program" (LDSS-2347), in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label "Enhanced CPS SR7" on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs." Salary and fringe benefit costs of staff outside of RMS may be direct charged to the RF17 claim package. 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." Total project costs and shares should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)." Please note that the associated A-87 costs are not reimbursable from state funds and therefore are 100 percent local share.

Expenditures must be made by March 31, 2014, and claims must be submitted no later than June 30, 2014. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation.

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 online at <http://otda.state.nyenet/bfdm/finance/>.

**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.ny.gov">Dana.Whitcomb@ocfs.ny.gov</a>
RRO – Karen Buck	(585) 238-8201	<a href="mailto:Karen.Buck@ocfs.ny.gov">Karen.Buck@ocfs.ny.gov</a>
SRO – Sara Simon	(315) 423-1200	<a href="mailto:Sara.Simon@ocfs.ny.gov">Sara.Simon@ocfs.ny.gov</a>
ARO – Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.ny.gov">Kerri.Barber@ocfs.ny.gov</a>
SVRO – Yolanda Desarme	(914) 708-2499	<a href="mailto:Yolanda.Desarme@ocfs.ny.gov">Yolanda.Desarme@ocfs.ny.gov</a>
NYCRO – Raymond Toomer	(212) 383-1788	<a href="mailto:Raymond.Toomer@ocfs.ny.gov">Raymond.Toomer@ocfs.ny.gov</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.ny.gov](mailto:Edward.Conway@otda.ny.gov)

*s/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/s Mikki Ward-Harper*

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**Issued By:**

Name: Mikki Ward-Harper  
Title: Acting Deputy Commissioner  
Division/Office: Administration

**Attachment A: SFY 2013-2014 Allocation Amount**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$50,000	Monroe	50,000
Broome	30,000	Montgomery	21,323
Cattaraugus	30,000	Nassau	50,000
Chemung	30,000	Niagara	30,000
Clinton	21,323	Ontario	21,323
Columbia	21,323	Orange	30,000
Cortland	21,323	Rensselaer	30,000
Delaware	21,323	St. Lawrence	30,000
Dutchess	30,000	Schenectady	30,000
Essex	21,323	Seneca	21,323
Fulton	21,323	Steuben	30,000
Herkimer	21,323	Sullivan	21,323
Jefferson	30,000	Wayne	21,323
Madison	21,323		
		<b>Total</b>	<b>\$757,199</b>

**Attachment B: Certification Re: Non-Supplantation and Plan for CPS Funding to Improve Staff-to-Client Ratios (due by August 30, 2013)**

This is to certify that \_\_\_\_\_ social services district will use the allocation of these funds authorized by Chapter 53 of the Laws of 2013 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 2013-2014 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 3/31/13 was \_\_\_\_\_

**Goal** -Number of workers with more than 15 reports as of 3/31/14 will be \_\_\_\_\_

Percent of reports with overdue determinations as of 3/31/13 was \_\_\_\_\_

**Goal** -Percent of reports with overdue determinations as of 3/31/14 will be \_\_\_\_\_

**Signature and Title:**