



# Office of Children and Family Services

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Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	15-OCFS-LCM-09
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Administration/Bureau of Budget Management
<b>Date:</b>	July 23, 2015
<b>Subject:</b>	<b>Federal Fiscal Year 2015 Independent Living Allocations</b>
<b>Contact Person(s):</b>	See Page 4
<b>Attachments:</b>	Attachment A: District Allocations for the Chafee Foster Care Independence Program, 10/1/14-9/30/15

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to transmit to Local Departments of Social Services (LDSSs) the Chafee Foster Care Independence Program (CFCIP) allocations from the Federal Fiscal Year (FFY) 2015 funds. The allocations contained in Attachment A to this memorandum may be used for Independent Living (IL) services expenditures made October 1, 2014, through September 30, 2015, and claimed by March 31, 2016, and will be paid up to the amount of the allocation and subject to a 20 percent state/local match requirement. Unclaimed allocation amounts will be redistributed to other LDSSs that have claims in excess of the allocation, or used to support the New York State Office of Children and Family Services' (OCFS) activities related to implementation of the Chafee Foster Care Independence Act, allowing New York State to maximize its use of funds available under this federal funding stream.

This LCM advises LDSSs that they must be in compliance with all provisions set forth in 02-OCFS-LCM-05, issued on February 28, 2002, including the assurances made to the U.S. Department of Health and Human Services listed in Attachment B of that memorandum, to be eligible for reimbursement from CFCIP funds.

### II. Allocation Methodology

The FFY 2015 allocation for distribution to LDSSs represents 97 percent of the total FFY 2015 award of \$11,585,958 to New York State, resulting in an allocation to LDSSs of \$11,231,104. The remainder is being reserved by OCFS for two purposes: (1) to support

IL services for youth in direct care in OCFS-operated facilities and rehabilitative services programs (LDSSs are required to meet the IL services needs of eligible youth in OCFS custody placed in authorized voluntary agencies in the same manner and under the same criteria as youth in the custody of the commissioner of social services); and (2) to support OCFS activities related to the Chafee Foster Care Independence Act.

The allocation methodology for the FFY 2015 CFCIP allocations to LDSSs is comprised of two parts: the potential IL population and IL expenditures. Half of the available funds are allocated to LDSSs based on each LDSS's potential IL population, which is defined as youth 14 to 21 years of age in care on September 30, 2014. Each LDSS is allocated an amount equal to its proportion of the potential IL eligible population in relation to the total statewide potential IL eligible population. The remaining half of the allocation is based on each LDSS's proportion of the total statewide IL claims received by March 31, 2015, applied against the FFY 2014 allocations, including expenditures made after September 30, 2014. Each LDSS is allocated an amount equal to its proportion of the historical claims. The two parts are then added together to get each LDSS's FFY 2015 total CFCIP allocation, which appears in Attachment A.

This approach affords the greatest degree of stability to LDSSs across program years, balancing population size with intensity of programming. OCFS, however, reserves the right to base future allocation methodologies on historical expenditures only.

LDSSs are reminded that an LDSS may claim expenditures for IL services that are directly provided by the LDSS staff to program recipients. These services are: academic support services, vocational training, IL skills, and/or aftercare services. LDSSs are also reminded that within the service categories listed above, an LDSS may also claim expenditures for IL supports for youth. This would include, for example, expenditures for: cap and gowns and other costs associated with high school graduation; scholastic aptitude tests including SAT/ACT/PSAT (required for undergraduate admission to many colleges and universities); applications for admission to college or vocational training programs; examinations for attendance at a vocational training program; visits to colleges; clothing for job/college interviews; obtaining their driver's license; and car insurance. LDSSs are also reminded that they must provide, and may claim for Educational and Vocational Training (Purchase of Service [POS] Type 85), Academic Support (POS Type 87) services, and Independent Living Skills (POS Type 84) training provided to children who are adopted from foster care at age 16 or older and children who leave foster care at age 16 or older for guardianship with a relative guardian who is receiving kinship guardianship assistance payments.

Any IL claims that exceed an LDSS's Chafee IL allocation are subject to 62 percent state reimbursement, provided that the LDSS meets its threshold requirement. Therefore, it is important that LDSSs submit all claims for the FFY 2015 CFCIP funds.

### **III. Claiming**

CFCIP expenditures are claimed on the Schedule RF-4, "Independent Living Program for Foster Care Children" (LDSS-3871). Refer to the Fiscal Reference Manual, Volume 2, Chapter 3, for instructions on completing the RF-4 claim. The Fiscal Reference Manual is available on the Office of Temporary and Disability Assistance intranet site at <http://otda.state.nyenet/bfdm/finance>.

CFCIP funds are available to provide reimbursement of 80 percent of an LDSS's expenditures, up to the amount of the allocation. Districts may meet the 20 percent match for expenditures claimed under the CFCIP by use of in-kind and donated funds as described in 00-OCFS-LCM-32, Federal Fiscal Year 1999-2000 Independent Living Allocations. The 20 percent match for expenditures claimed under the CFCIP is eligible for 62 percent state reimbursement, subject to child welfare threshold requirements and performance or outcome based provisions.

For New York City, Close to Home (CTH) funds may be used to reimburse the non-federal share of IL expenditures claimed on the RF-4 up to the unexpended amount of the CTH allocation. Expenditures must be claimed in column 3, Federal IL Eligible CTH, to receive reimbursement with CTH funds.

For expenditures exceeding the LDSS's CFCIP allocation, social services expenditures are eligible for 62 percent state reimbursement, subject to the child welfare threshold requirements and performance or outcome-based provisions. Any donated funds or in-kind services that are a part of those expenditures and claimed for 62 percent state reimbursement are subject to special rules. Refer to Section V of 02-OCFS-LCM-05 and to 02-OCFS-LCM-20.

#### **IV. Direct Charges**

Effective July 1, 2003, the IL program category was removed from the Schedule D-2 "Allocation for Claiming General Services Administration Expenditures" (LDSS-2347-B). LDSS spending for IL services is now accounted for outside of the LDSS's claim for IL services (academic support services, vocational training, IL skills, and/or aftercare services) that are directly provided by the LDSS staff to program recipients. These expenditures should be claimed on Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program," as an F30 function. From the F30 function, the LDSS should report these expenditures in the proper category of service on the Schedule RF-4.

LDSS administration costs related to IL cases are considered regular foster care administration (Title IV-E or Non-Title IV-E eligible). Therefore, these costs should not be reported on the Schedule RF-4.

#### **V. Additional Information**

Section 477(b)(3)(A) of the Social Security Act requires states to certify that they will provide assistance and federally funded CFCIP services to youth who have left foster care because they have attained the age of 18, see also 42 U.S.C.A. § 677(b)(3)(A). Therefore, if a youth (between the ages of 18 and 21) formerly in foster care moves from the state in which he or she aged out of foster care to another state, he or she is eligible for IL services in the new state, so long as he or she left foster care because of attaining the age of 18. If a youth meets this eligibility criterion, the IL services must be paid for by the LDSS where the youth resides. The LDSS must treat the youth as it would any other youth who is eligible to receive CFCIP services in New York State.

Additional information can be found at:  
Health and Human Services Child Welfare Policy Manual, Chapter 3 - Independent Living.

**VI. Contact Names**

General questions about IL services should be directed to your OCFS regional office:

BRO – Dana Whitcomb (716) 847-3145; [Dana.Whitcomb@ocfs.ny.gov](mailto:Dana.Whitcomb@ocfs.ny.gov)

RRO – Karen Buck (585) 238-8549; [Karen.Buck@ocfs.ny.gov](mailto:Karen.Buck@ocfs.ny.gov)

SRO – Sara Simon (315) 423-1200; [Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

ARO – Kerri Barber (518) 486-7078; [Kerri.Barber@ocfs.ny.gov](mailto:Kerri.Barber@ocfs.ny.gov)

SVRO – Yolanda Désarmé (845) 708-2499; [Yolanda.Désarmé@ocfs.ny.gov](mailto:Yolanda.Désarmé@ocfs.ny.gov)

NYCRO – Raymond Toomer (212) 383-1788; [Raymond.Toomer@ocfs.ny.gov](mailto:Raymond.Toomer@ocfs.ny.gov)

Bureau of Indian Affairs; Heather LaForme; (716) 847-3123;

[Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

Questions pertaining to **claiming** should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services:

Regions I-IV: Dan Stuhlman (518) 474-7549

[Dan.Stuhlman@otda.ny.gov](mailto:Dan.Stuhlman@otda.ny.gov)

Region V and VI: Michael Simon (212) 961-8250

[Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

Questions pertaining to the **allocations** should be directed to:

Shonna Clinton, Local Operations Manager (518) 474-1361

[Shonna.Clinton@ocfs.ny.gov](mailto:Shonna.Clinton@ocfs.ny.gov)

*/s/ Derek Holtzclaw*

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Name: *Derek Holtzclaw*  
Title: Associate Commissioner for Financial Management  
Division/Office: Administration

*/s/ Thomas Brooks*

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**Issued By:**  
Name: Thomas Brooks  
Title: Deputy Commissioner  
Division/Office: Strategic Planning and Policy Development

## ATTACHMENT A

DISTRICT ALLOCATIONS				
CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP) FUNDS				
10/1/14 TO 9/30/15				
District	Allocation		District	Allocation
Albany	\$ 83,050		Orange	\$ 146,081
Allegany	\$ 17,840		Orleans	\$ 16,104
Broome	\$ 107,424		Oswego	\$ 20,475
Cattaraugus	\$ 23,506		Otsego	\$ 16,440
Cayuga	\$ 19,574		Putnam	\$ 9,592
Chautauqua	\$ 32,492		Rensselaer	\$ 71,761
Chemung	\$ 23,369		Rockland	\$ 66,534
Chenango	\$ 15,014		St. Lawrence	\$ 88,687
Clinton	\$ 31,778		Saratoga	\$ 29,319
Columbia	\$ 117,289		Schenectady	\$ 72,665
Cortland	\$ 19,407		Schoharie	\$ 17,402
Delaware	\$ 42,324		Schuyler	\$ 2,697
Dutchess	\$ 91,885		Seneca	\$ 9,889
Erie	\$ 524,572		Steuben	\$ 35,874
Essex	\$ 10,890		Suffolk	\$ 292,639
Franklin	\$ 28,724		Sullivan	\$ 47,731
Fulton	\$ 19,333		Tioga	\$ 13,749
Genesee	\$ 38,315		Tompkins	\$ 52,611
Greene	\$ 22,926		Ulster	\$ 68,775
Hamilton	\$ -		Warren	\$ 17,207
Herkimer	\$ 31,581		Washington	\$ 8,520
Jefferson	\$ 14,982		Wayne	\$ 6,742
Lewis	\$ 5,386		Westchester	\$ 522,639
Livingston	\$ 10,417		Wyoming	\$ 20,954
Madison	\$ 14,706		Yates	\$ 12,496
Monroe	\$ 230,926		St. Regis Mohawk	\$ 5,899
Montgomery	\$ 10,780		<b>Upstate Totals</b>	<b>\$ 3,814,258</b>
Nassau	\$ 159,526			
Niagara	\$ 55,930		<b>New York City</b>	<b>\$ 7,416,846</b>
Oneida	\$ 125,680			
Onondaga	\$ 193,519		<b>Statewide Totals</b>	<b>\$ 11,231,104</b>
Ontario	\$ 17,631			