



# Office of Children and Family Services

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Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	17-OCFS-LCM-16
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Administration: Bureau of Budget Management
<b>Date:</b>	November 2, 2017
<b>Subject:</b>	<b>Calendar Year 2017 Local District Training Cap</b>
<b>Contact Person(s):</b>	See Page 2
<b>Attachments:</b>	Local District Training Cap: Calendar Year 2017 Allocations

### I. Purpose

The purpose of this New York State Office of Children and Family Services (OCFS) Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) of the local district training cap (also referred to as the state training cap or state share ceiling) for the period January 1, 2017 to December 31, 2017. The state share ceiling for each district has remained at the prior year's level.

### II. Background

Section 112 of the Social Services Law requires each public welfare district to provide a suitable training program for employees of its welfare department. State funding from the local district training appropriation is allocated to the LDSSs to support their training operations. State reimbursement is provided at 50 percent of the non-federal share up to the district's state training cap allocation limit. One exception is that non-federal share of the staff development director's salary and non-salary costs are 100 percent reimbursable up to the limit of the local district training cap limit.

The State Fiscal Year (SFY) 2017-18 Enacted Budget provides \$4,815,800 to support LDSSs' training activities. These funds are available to provide state reimbursement for LDSSs' claims during calendar year (CY) 2017. The amount of available state funds does not affect the availability of federal reimbursement.

To limit state reimbursement to the amount appropriated, it is necessary to establish a reimbursement ceiling for each district. The attached ceilings (see Attachment A) have been maintained at the prior year's level. Any unspent funds will be redistributed proportionately to counties exceeding their CY 2017 allocation.

### III. Claiming Instructions

LDSSs should continue to use the Schedule D-6 process to claim reimbursement of the state share for training staff salaries, fringe benefits, costs for local district training contracts and other staff development related expenses. Claiming instructions are contained in the New York State Office of Temporary and Disability Assistance's (OTDA) *Fiscal Reference Manual* (FRM) Volume 3, Chapter 13, "Distributing and Claiming Training Costs." Training cap expenditures are transferred from the Schedule D-6 to the RF2A worksheet. Training cap expenditures should be claimed according to the FRM Volume 3 Chapter 13 instructions.

(<http://otda.state.ny.net/bfdm/finance/docs/Vol03.pdf#page=1> ).

As always, costs allocated on the Schedule D-6 to any child care block grant, Title XX, Food Stamp Employment and Training, and Home Energy Assistance Program are not counted toward the local district training cap as they are funded elsewhere.

### IV. Contacts

If you have any program questions regarding information contained in this LCM, please contact Pam Shufelt in the OCFS Bureau of Training and Development, (518) 474-9645 or email - [Pamela.Shufelt@ocfs.ny.gov](mailto:Pamela.Shufelt@ocfs.ny.gov)

Questions pertaining to the allocations may be directed to Deborah Davis in the OCFS Bureau of Budget Management, (518) 474-1361 or email - [Deborah.Davis@ocfs.ny.gov](mailto:Deborah.Davis@ocfs.ny.gov)

If you have questions about claiming, please contact the OTDA Bureau of Financial Services as follows:

Regions I-IV: Dan Stuhlman, (518) 474-7549 Email – [Dan.Stuhlman@otda.ny.gov](mailto:Dan.Stuhlman@otda.ny.gov)

Region V-VI: Michael Simon, (212) 961-8250 Email – [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

/s/ Derek J. Holtzclaw

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**Issued By:**

Derek J. Holtzclaw

Associate Commissioner for Financial Management

New York State Office of Children and Family Services

**Attachment A  
Local District Training Cap  
Calendar Year 2017 Allocations**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	77,553	Onondaga	67,953
Allegany	28,919	Ontario	62,396
Broome	73,540	Orange	47,280
Cattaraugus	25,212	Orleans	17,453
Cayuga	17,856	Oswego	62,535
Chautauqua	62,761	Otsego	28,513
Chemung	35,519	Putnam	23,560
Chenango	46,340	Rensselaer	27,082
Clinton	25,980	Rockland	67,583
Columbia	17,821	St Lawrence	37,593
Cortland	17,707	Saratoga	18,410
Delaware	17,568	Schenectady	18,508
Dutchess	60,019	Schoharie	17,324
Erie	246,059	Schuyler	17,129
Essex	28,637	Seneca	17,466
Franklin	17,837	Steuben	20,629
Fulton	38,617	Suffolk	121,976
Genesee	17,625	Sullivan	18,222
Greene	42,959	Tioga	58,918
Hamilton	16,835	Tompkins	22,579
Herkimer	41,883	Ulster	31,299
Jefferson	20,862	Warren	17,732
Lewis	17,219	Washington	24,790
Livingston	67,873	Wayne	21,064
Madison	17,645	Westchester	25,992
Monroe	174,091	Wyoming	20,867
Montgomery	17,527	Yates	17,094
Nassau	78,990	Upstate	2,383,287
Niagara	32,486		
Oneida	67,400	New York City	2,432,513
		Total	4,815,800