



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	18-OCFS-LCM-22
<b>To:</b>	Local Social Services District Commissioners Directors of Services Youth Bureau Directors County Probation Directors
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	December 14, 2018
<b>Subject:</b>	<b>Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update</b>
<b>Contact Person(s):</b>	See "Technical Assistance Contacts" on page 3
<b>Attachments:</b>	None

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) for the completion of the required 2019 Annual Plan Update (APU) for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus and county probation departments.

### II. Background

County youth bureaus and LDSSs 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 Persons in Needs of Supervision (PINS) Diversion Plan that is developed by LDSSs, county youth bureaus, and county probation departments. 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.

- Support a data-driven 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.

Each year an Annual Plan Update submission is required for designated sections of the CFSP.

### III. Program Implications

The 2019 Annual Plan Update will be comprised of the following sections:

- Certification Requirements
  - Signature Page/Attestation
- Strategic Components
  - County Overview: Mission, Demographics, Success/Achievements, Financial Process, Relationship Between County Outcomes and Title IV-B Federal Goals
  - Program Narrative, Collaborative Resources, Data Sources, Technical Assistance
    - Safety (CPS) / Prevention
    - Permanency (Foster Care, Adoption) / Prevention
    - Youth and Young Adult
    - Runaway and Homeless Youth\*
    - Adult Services
    - PINS Diversion Services
- Technical Components
  - Child Care
  - Non-Residential Domestic Violence
  - Program Matrix

\* The previously required *Municipal Comprehensive Runaway and Homeless Youth Services Plan & Needs Assessment* will be replaced with a new section of the CFSP.

#### Submission Instructions:

LDSSs are required to submit the CFSP electronically using the County Plan System that can be found on the internet at <https://countyplans.ocfs.ny.gov/>; the site can also be accessed from the OCFS intranet under the CFSP page.

Beginning on December 14, 2018, the system will be available for input of the Annual Plan Update CFSP information. The County Plan System allows for sections of the CFSP to be submitted and approved separately. All sections of the CFSP are expected to have state approval by April 1, 2019.

**IV. Technical Assistance Contacts**

Staff from the regional offices and program areas listed below are available to assist you.

**Regional Office – Child Welfare and Community Services (CWCS)**

**BRO: Amanda Darling** (716) 847-3145 [Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

**RRO: Karen Lewter** (585) 238-8201 [Karen.Lewter@ocfs.ny.gov](mailto:Karen.Lewter@ocfs.ny.gov)

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

**ARO: John Lockwood** (518) 486-7078 [John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

**NYCRO: Ronni Fuchs** (212) 383-4873 [Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

**SVRO: Thalia Wright** (845) 708-2499 [Thalia.Wright@ocfs.ny.gov](mailto:Thalia.Wright@ocfs.ny.gov)

**Questions on content areas may be directed to:**Child Care

**Joe Ziegler** (518) 402-6520 [Joe.Ziegler@ocfs.ny.gov](mailto:Joe.Ziegler@ocfs.ny.gov)

Domestic Violence

**Pamela Jobin** (518) 474-4787 [Pamela.Jobin@ocfs.ny.gov](mailto:Pamela.Jobin@ocfs.ny.gov)

Adult Services

**Paula Vielkind** (518) 474-9590 [Paula.Vielkind@ocfs.ny.gov](mailto:Paula.Vielkind@ocfs.ny.gov)

Youth and Young Adult

(518) 474-4110 [OCFS.sm.YouthBureau@ocfs.ny.gov](mailto:OCFS.sm.YouthBureau@ocfs.ny.gov)

PINS

(518) 474-4110 [OCFS.sm.PINS@ocfs.ny.gov](mailto:OCFS.sm.PINS@ocfs.ny.gov)

Runaway and Homeless Youth

(518) 474-4110 [RHY@ocfs.ny.gov](mailto:RHY@ocfs.ny.gov)

Native American Services

**Heather LaForme** (716) 847-3123 [Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

**For technical support on the web-based system, use the following link:**

<https://countyplans.ocfs.ny.gov/contact.cfm>.

*/s/ Laura M. Velez*

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**Issued By:**

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Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services