



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	19-OCFS-LCM-03
To:	Local District Commissioners
Issuing Division/Office:	Division of Administration Bureau of Budget Management
Date:	March 18, 2019
Subject:	Raise the Age Public Safety Claiming
Contact Person(s):	See Section V
Attachments:	None

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide localities with claiming instructions for certain Raise the Age (RTA) Public Safety expenses made in State Fiscal Year (SFY) 2018-19 and SFY 2019-20.

II. Background

Part WWW of Chapter 59 of the Laws of 2017 contains the provisions for the enacted RTA legislation. The RTA Law provides for raising the age of criminal responsibility to 18 years of age, in a phased-in manner over two years and will apply to youth who are

- 16 years old beginning October 1, 2018; and
- 17 years old beginning October 1, 2019.

Pursuant to Chapter 53 of the Laws of 2018, State Fiscal Year (SFY) 2018-19 appropriation authority is available for reimbursement of eligible RTA claims, provided the provisions of the laws and SFY 2018-19 claiming deadlines are met. The law includes a provision that allows the state to reimburse localities that meet eligibility criteria for 100 percent of the incremental costs for RTA. To be eligible for reimbursement, the law requires that a locality submit a Comprehensive Fiscal Plan for RTA to the New York State Office of Children and Family Services (OCFS) and the state Division of Criminal Justice Services (DCJS) that identifies anticipated, eligible incremental RTA-related costs. The Comprehensive Fiscal Plan for RTA must be submitted to and approved by the state Division of the Budget (DOB) for an eligible locality to be reimbursed for 100 percent of its costs. A locality is deemed eligible if it meets the criteria set forth in State Finance Law

§54-m. All subsequent claims submitted by an eligible locality, except costs where separate guidance has been provided, such as secure and specialized secure detention for non-provider counties and foster care costs reimbursed within the Maximum State Aid Rate (MSAR), must have been included in an eligible locality's DOB-approved Comprehensive Fiscal Plan for RTA. For eligible localities, 100 percent state reimbursement is available net of any federal funds for services and related expenses included in its DOB-approved Comprehensive Fiscal Plan for RTA that are provided to RTA-eligible youth.

III. Program Implications

Counties are eligible to receive reimbursement for RTA Public Safety expenses included in their DOB-approved Comprehensive Fiscal Plan for RTA. These RTA Public Safety expenses are included in the *All Other – Public Safety* instrument tab category of the *Final Approved Items – County* chart included in the DOB-approval letter for the Comprehensive Fiscal Plan for RTA for the county.

Separate guidance has been provided for services claimed through the Automated Claiming System (ACS) in 18-OCFS-LCM-20, *Raise the Age Claiming*. Separate guidance will be provided for services not typically claimed through ACS. Policies, procedures, and system updates will continue to be released and the associated documentation updated accordingly.

IV. Claiming

Claiming for these DOB-approved, *All Other – Public Safety* RTA expenditures will be done through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs (Other Reimbursable Programs) and reported on 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 **RTA Public Safety** on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*. Salary and fringe benefit costs related to the **RTA Public Safety** program may be directly charged to the RF17 claim package. Total project costs and shares should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*. The RF17 claim package should be completed each month after the RF2A package is completed. Please note the associated Central Services (previously known as A-87 costs) are not reimbursable from state funds and, therefore, are 100 percent local share. Local districts administrative costs are an allowable expense under this project, and will be reimbursed at 100 percent state share up to the amount of the amount in the district's approved allocation from the DOB-approved, Comprehensive Fiscal Plan for RTA.

The claims for DOB-approved, *All Other – Public Safety* RTA expenditures for SFY 2018-19 must be final accepted in ACS by September 30, 2019.

The claims for DOB-approved, *All Other – Public Safety* RTA expenditures for SFY 2019-20 must be final accepted in ACS by September 30, 2020.

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 FRM is available online

at <http://otda.state.ny.net/bfdm/finance/>.

V. Contact Information

Any fiscal questions regarding the RTA program should be directed to:

Shonna Clinton, Chief Budgeting Analyst, Bureau of Budget Management,
(518) 474-1361 Shonna.Clinton@ocfs.ny.gov

**Programmatic questions should be directed to the appropriate regional office,
Division of Child Welfare and Community Services:**

BRO – Amanda Darling, (716) 847-3145 Amanda.Darling@ocfs.ny.gov

RRO – Karen Lewter, (585) 238-8201 Karen.Lewter@ocfs.ny.gov

SRO – Sara Simon, (315) 423-1200 Sara.Simon@ocfs.ny.gov

ARO – John Lockwood, (518) 486-7078 John.Lockwood@ocfs.ny.gov

SVRO – Thalia Wright, (845) 708-2499 Thalia.Wright@ocfs.ny.gov

New York City RO – Ronni Fuchs, (212) 383-1676 Ronni.Fuchs@ocfs.ny.gov

Claiming

Regions I-IV: Lauren Horn, (518) 474-7549 otda.sm.Field_Ops.I-IV@otda.ny.gov

Region V - VI: Michael Simon, (212) 961-8250 Michael.Simon@otda.ny.gov

/s/ Derek J. Holtzclaw

Issued By:

Name: Derek J. Holtzclaw

Title: Deputy Commissioner for Administration

Division/Office: Administration