



# Office of Children and Family Services

**Andrew M. Cuomo**  
Governor

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**Sheila J. Poole**  
Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	20-OCFS-LCM-04
<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>	January 29, 2020
<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 2020 Annual Plan Update 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

LDSSs and county youth bureaus are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) 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 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 LDSSs

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

### III. Program Implications

The 2020 Annual Plan Update is comprised of the following sections:

- Certification Requirements
  - Signature Page/Attestation
- Strategic Components
  - County Overview: Mission, Demographics, Successes/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
    - Permanency/Family First\*
    - Youth and Young Adult
    - Runaway and Homeless Youth
    - Adult Services
    - PINS Diversion Services
- Technical Components
  - Child Care
  - Non-Residential Domestic Violence
  - T and U Visa Reporting\*\*
  - Program Matrix
  - PINS Pre-dispositional Placement Services\*\*\*

\* *Permanency/Family First section is a new strategic component of the plan. Using the Congregate Care and Kin Placement targets established in the Transition Fund Attestation, this section asks LDSSs to describe the activities being implemented to support Family First.*

\*\**As outlined in 18-OCFS-LCM-15, Protocols for Signing Forms for Non-Immigrant Clients Applying for U Visas and T Visas, this new section of the county plan is required for record keeping and reporting of U and T Visas.*

\*\*\**As outlined in 19-OCFS-ADM-22, Person in Need of Supervision Reform Changes, all LDSSs are to have a plan to provide PINS pre-dispositional care and maintenance services for those youth ordered by family court related to an Article 7 petition. This component of the plan is to outline the availability of these services.*

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 January 29, 2020, 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 OCFS approval by April 1, 2020. In order to allow time for OCFS feedback prior to final approval, it is strongly advised that each section be submitted no later than February 28, 2020.

**\*\*Each LDSS must grant access to all persons locally who will be completing each section of the CFSP. Please be mindful to do so expeditiously.**

**IV. Technical Assistance Contacts**

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

**Child Welfare and Community Services (CWCS) Regional Offices:**

**Albany Regional Office: John Lockwood** (518) 486-7078

[John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

**Buffalo Regional Office: Amanda Darling** (716) 847-3145

[Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

**New York City Regional Office: Ronni Fuchs** (212) 383-4873

[Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

**Rochester Regional Office: Christopher Bruno** (585) 238-8201

[Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@ocfs.ny.gov)

**Syracuse Regional Office: Sara Simon** (315) 423-1200

[Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

**Westchester Regional Office: 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: **Maryellen DeCicco** (518) 408-3395

[Maryellen.DeCicco@ocfs.ny.gov](mailto:Maryellen.DeCicco@ocfs.ny.gov)

Domestic Violence: **Deirdre Sherman** (518) 402-6775

[Deirdre.Sherman@ocfs.ny.gov](mailto:Deirdre.Sherman@ocfs.ny.gov)

Adult Services: **Susan Hollander** (212) 383-1793

[Susan.Hollander@ocfs.ny.gov](mailto:Susan.Hollander@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)

Close to Home and Systems Improvement: Jewel Brown-Gregory (212) 383-1828

[Jewel.Brown-Gregory@ocfs.ny.gov](mailto:Jewel.Brown-Gregory@ocfs.ny.gov)

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

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

*/s/ Lisa Ghartey-Ogundimu*

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**Issued By:**

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Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services