



Completing the Supervision and Treatment Services for Juveniles Program (STSJP) Annual Plan Tip Sheet

General Resources and Reminders
It is helpful for the person completing the municipality's STSJP Annual Plan to attend the STSJP webinar: Completing the Annual Plan. Regional technical assistance meetings will also be offered.
It is recommended that municipalities draft narratives for the STSJP Annual Plan in Microsoft® Word, use spellcheck, and then paste them into the STSJP Annual Plan form, as available.
The STSJP-RTA funded programs in the STSJP Annual Plan need to match the municipality's comprehensive Raise the Age (RTA) plan for STSJP-RTA programming for program year 2024-2025. Information that must be consistent include the program name, total program expenses, the service domains, and the projected number of youth to be served.
The naming convention for saving and submitting the STSJP Annual Plan is STSJP 2024-2025 Annual Plan – Municipality Name . (e.g. STSJP 2024-2025 Annual Plan—James County)
STSJP's mailbox to reach OCFS staff is stsjp@ocfs.ny.gov .
Part I—Municipality Level Details
A. Municipality Level Analysis
<ol style="list-style-type: none">1. Include a clear analysis of neighborhoods, by ZIP codes, to be served by STSJP funding, including data about youth entry to detention and placement and the factors contributing to the detention and placement data.2. The most recent data charts and all of the data needed are located on the STSJP Municipal Planning Resources webpage: https://ocfs.ny.gov/programs/youth/stsjp/planning.php.
If disparities are noted, explain <u>how</u> the STSJP funds will be used to help reduce the identified disparities.
B. Local Collaboration
Please include not only a list of your local stakeholders but also the collaborative efforts to develop the STSJP Annual Plan.
Part II—Program Details
B. Program Description and Target Population
<ol style="list-style-type: none">1. Please check Yes or No as to whether this program meets the legal definition of an FSS program (Social Services Law Section 458-m) and will operate in this capacity.
If a program is designated as a Family Support Services (FSS) program, please ensure it meets the legislative criteria referenced here: https://ocfs.ny.gov/programs/youth/stsjp/assets/docs/Family-Support-Services-Programs.pdf .

<p>FSS programs can ONLY serve youth at risk of, alleged to be or adjudicated as persons in need of supervision (PINS); or children under 12 years of age who do not meet the definition of a juvenile delinquent and whose behavior would otherwise bring them within the jurisdiction of the family court under Article 3 of the Family Court Act (FCA).</p>
<p>2. Please check all domains the program will serve for both STSJP and STSJP-RTA funding. If the program will operate as an FSS program, it cannot provide services under STSJP-RTA.</p> <p>Remember that the domains checked here need to align with the program description narrative (B.4), the projected youth to be served (D.1), and Part III—Goals.</p>
<p>3. This question is related to the additional \$3M STSJP appropriation and must be used for new or expanding programs for certain designated populations. Please check Yes if this program is new or expanding its capacity AND will serve one or more of the listed designated populations. Please check No if the program does not meet these requirements.</p>
<p>4. For any designated FSS program, ensure the narrative includes each legislatively required element of an FSS program, explains how the program meets each requirement, and states that it will serve only youth at risk of, alleged to be or adjudicated as a PINS; or children under 12 years of age who do not meet the definition of a juvenile delinquent and whose behavior would otherwise bring them within the jurisdiction of the family court under Article 3 of the FCA.</p> <p>In general, if a program is serving youth at multiple points along the services continuum, the program description narrative must clearly outline the specific services that align with each service domain and the types of youth the program will serve. If the program is serving youth under both STSJP and STSJP-RTA funding, please ensure the narrative is clear that both non-RTA and RTA-eligible youth will be served.</p>
<p>5. Please check Yes or No if this program is capable of being replicated across multiple locations.</p>
<p>C. Justification for Proposed Program</p>
<p>1. This question must be completed whether the program was funded previously or not.</p> <p>This question is asking for the reason(s) your collaborative decided to fund the program as part of your STSJP plan. Check all that apply; and if you choose Other, please specify the specific reason.</p>
<p>D. Program Service Projections</p>
<p>1. Remember that the projected youth to be served at each service domain indicated in this answer must align with the service domains the program will serve (B.2), and the program description narrative (B.4).</p>
<p>Part III—Goals for PY 2024-2025</p>
<p>Check the box(es) for all programs that will serve youth at the specified service domain. Provide a projected percentage of youth anticipated to achieve each outcome within each service domain in the plan that will serve youth under STSJP and/or STSJP-RTA funding.</p>
<p>Include an explanation for any goal set below 70%.</p>
<p>Part IV—Funding</p>
<p>Use the funding calculator to assist with the accurate completion of this section (https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php).</p>
<p>A. Anticipated Program Expenses and Funding Distribution</p>

Round STSJP funding to the nearest penny and STSJP-RTA funding to the nearest dollar.
Ensure each program in the Program Details Section is listed and has the applicable STSJP and/or STSJP-RTA funding requested.
Complete the Sum of Program Totals on the last line of the funding chart in A. Each column needs a total in this row.
To recheck the STSJP calculations, remember: <ul style="list-style-type: none"> • Total Expenses = Local Share + State Share • Local Share can be calculated by Total Expenses x .38 • State Share can be calculated by Total Expenses x .62 • State Share = STSJP Allocation + Detention Allocation Shifted • Total Expenses can be calculated by State Share / .62
B. STSJP Reimbursement Summary
Locally Approved Amount of PY 2024-2025 STSJP Allocation is the State Share amount that the municipality would like to claim up to. This can be equal to or less than the municipality's STSJP allocation amount.
Approved Detention Allocation Shifted is a local decision for the initial STSJP Annual Plan submission.
Recheck the Total Approved for State Reimbursement to ensure that it equals the State Share in the Sum of Program Totals line in section A.
C. STSJP-RTA Reimbursement Summary
STSJP-RTA Approved Plan amount should be the total requested by the municipality for STSJP-RTA funding.
Recheck the Total Approved for State Reimbursement to ensure that it equals the STSJP-RTA State Share in the Sum of Program Totals line in section A.
Round STSJP-RTA funding to the nearest dollar.
Part V—Plan Approval
A. Municipality Level Approval – Chief Executive/Administrative Official
Please remember to include the municipality name and the name and title of the chief executive/administrative official.
Please remember to update the date for municipal approval when an updated STSJP Annual Plan is submitted to OCFS.