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 | ADMINISTRATIVE DIRECTIVE |
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TRANSMITTAL: 90 ADM-10

DIVISION: Administration

TO: Commissioners of
 Social Services

DATE: February 21, 1990

SUBJECT: Claiming Reimbursement: Services Payments on the Schedules G
 and G-2.

SUGGESTED
 DISTRIBUTION:

Accounting Supervisors
 Staff Development Coordinators

CONTACT
 PERSON:

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 extension 4-7549
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ATTACHMENTS:

Attachment I - Schedule G and its Instructions
 Attachment II - Schedule G-2 and its Instructions
 (Attachments are not available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
88 ADM-20	76 ADM-38A	415	Section 34a	Fiscal	Consolidated
88 ADM-4	76 ADM-38	423	Chapter 53	Reference	Services
89 LCM-87		600.2(g)	of 1987	Manual	Plan
		601.1(a)	Chapter 707	Volume II,	
		633	of the Laws	Chapter 3	
			of 1988		

I. Purpose

This directive is to notify you about modifications to the Schedule G (DSS-1372) - Services for Recipients and the Schedule G-2 (DSS-2109) - Summary of Payments for Day Care effective October 1, 1989. The Schedule G is used to claim Federal and/or State reimbursement for purchase of services (POS) expenditures made at the local level. The G-2 represents a summary of all day care included as either a cash grant or as a purchased service. The purchased services day care payments support the day care line of the Schedule G.

Separate Schedule G's and G-2's for public and private purchase of services are no longer required. The Schedule G-3 Preventive Services (DSS-3552) and the RF-10 Payments for Day Care Services (DSS-3675) have been eliminated. Payments previously reported on these schedules have been incorporated into the Schedule G. The day care services from the RF-10 has also been included on the Schedule G-2. The Schedules G and G-2 and their respective instructions have been revised to include these expenditures as well as the inclusion of Child Protective Pre-determination and Post-determination payments.

II. Background

The Schedule G and the Schedule G-2 have been modified primarily to meet the latest services reporting requirements. With the advent of Child Protective Pre-determination and Post-determination categorical distinctions, separated claiming categories on the Schedule G were required to provide this payment information.

Changes were also made to these schedules in an effort to consolidate services payments. Thus the G-3 and RF-10 as well as the Public/Private reporting requirements were eliminated. A copy of both the Schedule G and G-2 and their line instructions are included as attachments, 1 and 2.

III. Program Implications

A. Social Services Law

Chapter 707 of the Law of 1988 (Sections 153-g and 421-a of the Social Services Law) provides state reimbursement of 75 percent for both pre and post determination activities related to Child Protection Services (CPS).

B. Definitions

1. Child Protective Services (Pre-Determination):

Pre-determination services are defined as assessment and services provided by the child protective services unit from the point in time that a report of suspected child abuse or maltreatment is received until a determination of the report is reached.

2. Child Protective Services (Post-Determination):

Post-determination is defined as child protective services provided and/or monitoring performed directly by staff in the child protective services unit on an open-indicated child abuse or maltreatment case.

C. Protective MOE's

Two new maintenance of effort (MOE)'s have been established for child protective services. One for pre-determination and the other for post-determination expenditures. A local district is eligible for 75 percent reimbursement if either or both of the expenditure MOE's for pre-determination and post-determination has been exceeded and it meets programmatic criteria specified in Chapter 707 relating to meeting staffing and performance standards for timely CPS investigations etc. (for pre-determination) and relating to establishing a community services assessment and planning process (for post-determination). The MOE dollar amounts were promulgated in 89-LCM-87. A district is eligible for 50 percent reimbursement for the total amount of Child Protective expenditures which have not received 75% enhanced reimbursement.

IV. Required Action

A. Revised Claim Schedules

Starting with the October 1989 claims, all services payments should be submitted through the claims processing system on the new Schedule G and all day care services should be submitted on the G-2.

B. Supplemental Claims

For supplemental claims for periods prior to October 1, 1989 preventive payments and low income day care must be claimed on the Schedule G-3 and RF-10 respectively. In addition, supplemental claims for Schedule G and Schedule G-2 payments must be claimed using the Schedule G version 9/86 and the Schedule G-2 version 4/78. These schedules must be claimed as public or private purchases.

C. Monthly Claim

Districts are required to file a Schedule G and Schedule G-2 on a monthly basis. The Schedule G-2 services payments are moved to the Schedule G. The Schedule G expenditures are transferred to the claim form RF-2A (DSS-1272A) - Monthly Statement of Administrative Expenditures and Claims Purchased of Services Expenditures and Claims for Federal and State Aid. These schedules must be submitted each month regardless of whether the district has any expenditures to report.

V. System Implication

A. WMS

WMS Services will support the authorization of the majority of the services claimed on the Schedules G and G-2. Currently changes to WMS are being requested to support the following:

Pre-Determination CPS Services
Alcohol Abuse
Drug Abuse
Clinical Services

B. BICS/CPS

All payments available to be coded in WMS will be processed and paid through BICS. The BICS Composite Rolls will determine the appropriate line item code in identification of the payments claiming. All claiming items identified by BICS will be moved to the claims processing system identified based on BICS coding conventions and displayed on the appropriate box of the schedule G and G-2.

VI. Additional Information

Revised Claim Schedules

A years supply of forms will be distributed through normal distribution.

VII. Effective Date

This directive is effective March 1, 1990 with retroactivity to October 1, 1989.

John M. Sweeney
Assistant Commissioner
Office of Financial Management