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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 96 LCM-2

Date: January 9, 1996

Division: MSQI

TO: Local District Commissioners

SUBJECT: Submission of Supplemental Claims

ATTACHMENTS: None

The purpose of this Local Commissioners Memorandum (LCM) is to remind all social services districts to submit separate supplemental claims for adjustments or additional costs for prior periods for all expenditures involving Federal or State reimbursement under open-ended entitlement programs. This policy is especially important with the likelihood of a change over to block granting for some of the federally funded programs for Federal Fiscal Year 1996 (10/95 - 9/96). Local districts should attempt to maximize Federal reimbursement through supplemental claims back to periods under open-ended entitlement. By including prior period expenditures in current claims (e.g., not filing supplemental claims), local districts will likely reduce the amount of Federal reimbursement otherwise achieved.

The Governor's 1996-97 Proposed State budget includes the possibility of additional block grants so local districts should report State share expenditures in the appropriate claiming period so that base periods selected for allocation purposes are complete.

Please note that while we are strongly urging local districts to submit supplemental claims to attempt to maximize Federal reimbursement for periods prior to October, 1995, there is no guarantee that we will receive Federal funds outside of the block grant for these expenditures. Some versions of Federal welfare reform have a separate fund to "clean up" old claims, but we cannot be sure what the final legislation will encompass.

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Districts are also reminded that a brief explanation should be provided in the comment field of the Automated Claiming System to describe the nature of supplemental claims.

In addition to the above, the Department will be developing local district allocations for the Family and Children's Services (F&CS) Block Grant for State Fiscal Year (SFY) 1996-97 during the latter part of January 1996. The base period expenditures used in developing the allocations will be from October 1994 through September 1995. Therefore, it is requested that local districts submit any supplemental claims for expenditures relating to the F&CS Block Grant for the above period by not later than January 22, 1996. This would include supplemental claims for Foster Care, Adoption, Child Preventive and Child Protective Services which are submitted on Schedules D-2, G, H, K and the RF-4. Please note that local districts still have until March 31, 1996 to submit any supplemental claims for Federal Fiscal Year 1995 expenditures (i.e., Title XX expenditures) relating to the F&CS Block Grants. The aforementioned date of January 22, 1996 is only for purposes of determining F&CS Block Grant allocations for State Fiscal Year 96-97.

If you have any questions, please contact the Bureau of Local Financial Operations:

Region 1-4: Roland Levie at 1-800-343-8859, extension 4-7549 or dial direct at (518) 474-7549; User ID FMS001.

Region 5: Marvin Gold at (212) 383-1733; User ID OFM270.

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