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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 99 LCM-3

Date: March 5, 1999

Office: Office of Budget,  
Finance and Data  
Management

TO: Local District Commissioners

SUBJECT: "Notice of Claim Settlement" (OTDA-591, 591-A & 907)

ATTACHMENTS: Attachment #1 - Listing of Documents to be Electronically  
Transferred (Available On-line)  
Attachment #2 - Instructions for accessing voucher backup  
information from LD Connections Computers (Available  
On-line)

Currently, the "Notices of Claim Settlement" (OTDA-591, 591-A & 907) for payments made to local districts via Special Charge Voucher are mailed to your accounting office and the County Treasurer's Office. Linking the payments received by the County Treasurer and the corresponding Notice of Claim Settlement can be a difficult and tedious task for local districts due to the fluctuating lag between receipt of the funds and the settlement advice. With the advent of electronic payments by the Office of State Comptroller, funds transferred to participating local districts are received almost immediately, but the manual mailing of the settlement notice delays receipt of the payment detail. The Bureau of Financial Services has now developed a way for local districts to receive supporting documentation for vouchers electronically. This new application will also allow transmission of ceiling reports, administrative cap and training cap reports and any other information that would normally be mailed or faxed. Attached is a listing of the documents that we have included, thus far, for electronic transmission.

Through the CONNECTIONS network, local district accounting staff can access payment detail without a mailing delay. In fact, in most cases the settlement notice will be available before the funds arrive. We have piloted this process for two months in Rensselaer and Washington counties and both districts are satisfied with the process. All claim settlement details produced as of March 1, 1999 and thereafter are now available electronically. For your agency to have access to this information, the following need to be forwarded electronically to Lisa Schroeder (User ID # 73U121) by March 31, 1999:

- \* A statement that the Local DSS accounting office will supply the County Treasurer's Office with a copy of the backup documentation.
- \* The name, CONNECTIONS ID, and telephone number of the individual(s) that are allowed to access the voucher documentation.

Each local district will have access to its local data only. It will be the local district's responsibility to erase the documentation when it is no longer needed, but in no case should files remain on the system over three months. The attached page contains instructions for setting up the new application and printing the documents. If your accounting office does not have access to the CONNECTIONS network the required information should be supplied anyway. This is because we are working on local district access outside of CONNECTIONS.

If you have any questions regarding this matter, please call Roland Levie (Regions I-IV) at 1-800-343-8859, extension 4-7549 (User ID # FMS001) or, in Region V, Marvin Gold at 212 383-1733 (User ID # OFM270).

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Philip Maher  
Assistant Commissioner  
Budget, Finance and Data Management

Listing of Documents to be Electronically Transferred

- \* Notice of Claim Settlement (OTDA-591) State Share
- \* Notice of Claim Settlement (OTDA-591A) Federal Share
- \* Notice of Claim Settlement (OTDA-907) Federal and/or State Share
- \* Listing of Claims
- \* Listing of Adjustments
- \* Administrative Cap Worksheet
- \* Training Cap Worksheet
- \* HEAP Ceiling Report
- \* FSE&T 100% Ceiling Report
- \* FSE&T 50% Ceiling Report
- \* Family and Children Services Block Grant Report
- \* EAF Report
- \* Child Care Block Grant Report
- \* Pended Voucher List
- \* MD/LTC Report

Instructions for accessing voucher backup information from Local District  
Connections Computers

Initial Drive setup (needs to be performed once)

Double click on MAIN

Double click on FILE MANAGER

Click on DISK

Click on CONNECT NETWORK DRIVE

At Path type \\STBFSSRV10 and press return

Select COUNTY and click on OK

Select your District

TO PRINT FILES

Click on file to be printed

Set font to INFOFFICE ---- REGULAR --- 7 POINT

Set left, right, top and bottom margins to .2

Print file