

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 00 LCM-8

Date: April 13, 2000

Division: OBF&DM

TO: Local District Commissioners

SUBJECT: Separate State Maintenance-of-Effort (MOE) Program
Reporting

ATTACHMENTS: Attachment 1: Report on Separate State MOE Programs
(OTDA-4710) (Not available on line)

Attachment 2: SSP-MOE Data Report under Separate State
Programs - Instructions and Definitions
(Not available on line)

Attachment 3: Federal Data File Specifications for
Separate State MOE Programs that are defined as
"Assistance" (Not available on line)

Attachment 4: Microsoft Excel File Specifications for
Separate State MOE Programs that are Defined as
"Assistance" (Not available on line)

Attachment 5: Stratum Codes and National Institute of
Standards and Technology County Codes for New York
State (Not available on line)

Purpose

The purpose of this LCM is to provide updated guidance to local districts on reporting requirements when claiming expenditures that qualify for Separate State Maintenance-of-Effort (MOE).

Background

99 LCM-29 issued on September 28, 1999, directed local districts to report eligible MOE expenditures on the LDSS-3922 Financial Summary for Special Projects claim form when claiming new program activity expenditures that do not fall within the parameters of the RF2 or RF2a claiming process. In addition, 99 LCM-29 provided an attachment that was to be filled out and returned with the LDSS-3922 claim form. 99 LCM-29 covered expenditures that occurred between October 1, 1998 and September 30, 1999.

Requirements

This LCM covers Separate State MOE expenditures that occur on or after October 1, 1999.

The instructions about how to report Separate State MOE expenditures on the LDSS-3922 claim form remain as stated in 99 LCM-29. However, instead of submitting the attachment to 99 LCM-29 with each claim form, local districts instead must submit Attachment 1 of this LCM with each claim form.

In order to be able to include appropriate claims to the federal government on the TANF Quarterly Expenditure Report, the LDSS-3922 claim form, a cover letter and Attachment 1 must be sent together to:

OTDA
Bureau of Financial Services - Claims Unit
40 North Pearl Street
14th Floor, Section D
Albany, New York 12243.

When Separate State MOE expenditures are claimed through WMS rather than on the LDSS-3922 claim form, New York State will develop the capability to provide the needed reporting data. Until the State had developed this capability, local districts must use Attachment 1 to report the needed information even if they do not use the LDSS-3922 claim form. Once the State has developed its capability to provide the needed data through WMS, local districts will no longer have to submit Attachment 1.

Additional Information

Attachment 1 is a Report on Separate State Maintenance-of-Effort Programs. It must be submitted with each LDSS-3922 that claims Separate State MOE expenditures. The report contains three sections. Section I of the report must be filled out each time the report is submitted. Section II of the report must be filled out only the first time that the report is submitted for a particular program, or anytime any of the characteristics of the program change. Section III of the report must be filled out each time the report is submitted for a program that is defined as "assistance". Refer to the Attachment to 99 LCM-14 for guidance in determining whether a program qualifies as a Separate State MOE Program and whether the program expenditure is "assistance" or "non-assistance".

Attachments 2, 3, 4 and 5 provide guidance for filling out Section III of Attachment 1 when it is necessary to do so. Attachment 2 is the federal directions for Separate State MOE data that must be collected monthly and reported quarterly for cases receiving "assistance". Attachment 3 is the federal data file specifications for Separate State MOE data that must be collected monthly for cases receiving "assistance". Attachment 4 is Microsoft Excel file specifications for Separate State MOE data that must be collected monthly for cases receiving "assistance". Attachment 5 is a list of county codes to be used in completing Attachment 1.

Section III of Attachment 1 must be submitted on 3.5" diskettes or 100 megabyte Zip disks. The files must conform to the directions and definitions outlined in Attachment 2 and the data file specifications outlined in Attachment 3. The files must contain all of the data listed in Attachment 2 and 3 except Disposition and must use Attachment 5 to fill in the Stratum and the County FIPS Code. The files may be submitted in either of two formats:

- An ASCII file that conforms to the format outlined in Attachment 3, or
- A Microsoft Excel file. The Microsoft Excel file must be in the OTDA Standard Version or an earlier version of Excel (Excel 97 is the OTDA Standard Version of Excel at the time this LCM is being released) that conforms to the electronic format of Attachment 4. If a local district would like a copy of a Microsoft Excel layout that meets the specifications in Attachment 4, OTDA will provide it.

The file should be given an eight character name as follows:

- First character: M
- Second and third characters: two digit county code based on WMS data element 01-010
- Fourth through seventh characters: two digit year followed by two digit month
- Eighth character: sequence letter to distinguish files from one another if multiple files are submitted by district for a given month. The first district file for a given month should have a sequence letter A, the second a sequence letter B, and so forth.

The data reporting requirements for Separate State MOE Programs that are defined as "assistance" are extensive. The federal government requires that the reported data be timely, complete and accurate. Failure to meet the federal government's timely, complete and accurate standards may result in financial penalties. The federal government's timeliness standard is that all monthly reports for a quarter are to be submitted to US DHHS by 45 days after the end of the quarter. To meet this timeliness standard, local districts must submit claims for "assistance" promptly in accordance with New York State Regulations. New York State Regulations require claims to be submitted by 20 days after the end of a month. Local districts are strongly encouraged to be sure that they can meet these data reporting requirements before embarking on a Separate State MOE "assistance" program.

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Requests for the OTDA-4710 (3/00) should be submitted on form 876 "Request for Forms or Publications" form, and should be sent to:

Office of Temporary and Disability Assistance
Document Services
PO Box 1990
Albany, New York 12201

Any questions or requests relating to this LCM may be directed to Lawrence McArthur at (518) 474-1192, via INFOOFIS at 0bm180, or e-mail at 0BM180@dfa.state.ny.us.

Phil Maher
Assistant Commissioner
Office of Budget, Finance and Data Management