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Governor

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OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
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Brian J. Wing
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	02 LCM 1
To:	Local District Commissioners
Issuing Division/Office:	Division of Transitional Supports and Policy
Date:	February 1, 2002
Subject:	2001-02 Supplemental Allocation-TANF Block Grant
Contact Person(s):	Bureau of Transitional Programs (518) 473-1179
Attachments:	Attachment A: Supplemental TANF Block Grant Allocations Chart Attachment B: TANF Service Plan Modification Process (Using TRACS)
Attachment Available On – Line:	X

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum is to advise districts of supplemental TANF Block Grant allocations resulting from the SFY 01-02 supplemental budget.

II. Background

The supplemental budget provides for a \$62.7m TANF Block Grant to be jointly utilized by OTDA and DOL. A total of \$20m has been allocated to OTDA for distribution to the local districts.

Those local districts with claims submitted as of 1/30/02, which totaled 20% or more of their initial Block Grant allocation, are provided a supplemental allocation equal to 50% of their initial CY 2001 TANF Block Grant allocation. The balance of the remaining available funds was distributed to those districts with less than 20% of initial Block Grant claims submitted as of 1/30/02. **Please note that the supplemental funds will only become available to a local district when they have submitted TANF Block Grant claims equal to 75% of the initial CY 2001 TANF Block Grant allocation.** However, local districts may submit a plan modification based on the supplemental allocation at any time. Local districts are encouraged to submit plan modifications as quickly as possible so that the modifications will be approved by the time a district has reached the 75% claimed threshold.

Allocations for Drug and Alcohol and Domestic Violence services are still being determined; once finalized they will be distributed to local districts in a separate correspondence. With regard to Domestic Violence funding, an additional \$8m has been appropriated. OTDA and the Office of Children and Family Services (OCFS) have agreed that OTDA will allocate the entire \$8m, including the \$3m set-aside for Non-Residential services which was previously allocated by OCFS. However, local district plans for use of the \$8m will be jointly reviewed and administered by OTDA and OCFS.

Please note the following attachments related to your District's supplemental TANF Block Grant allocation amount:

- Attachment A - This chart represents all LDSS's TANF Block Grant allocation amounts under the supplemental budget.

(NOTE: As stated above, the allocation amount listed for each local district is the amount set aside for that district. The set-aside amount will become available for use by the district when and if that District submits approved claims totaling 75% or more of their initial 2001-02 Block Grant allocation.)

- Attachment B - A description of the TANF Service Plan Modification process, and the use of the TANF Reporting and Control System (TRACS) for plan modification purposes.

III. Program Implications

In order to utilize supplemental funds, a district must submit a TANF Services Plan Modification. A district may submit a plan modification reflecting the proposed Supplemental Block Grant funds at any time; however, the supplemental funds will not become available for use until the district submits approved claims totaling 75% of their initial SFY 01-02 Block Grant allocation. Please note that OTDA reserves the right to rescind a district's Supplemental Block Grant allocation if a district does not submit claims totaling 75% of their initial SFY 01-02 Block Grant allocation. These funds may be redistributed among those districts that have claimed 75% or more of their initial SFY 01-02 Block Grant allocation, in order to ensure continued operation of their active TANF Block Grant projects.

Finally, please note that all SFY 01-02 TANF allocations, including the TANF Block Grant Supplemental allocations described above may be expended through 6/30/02. Claims for all such expenditures must be submitted to OTDA no later than 8/15/02.

If you have any questions, please contact your Bureau of Transitional Program TANF Services Plan liaison, or call the general BTP phone number: (518) 473-1179.

Issued By

Name: Shari Noonan

Title: Deputy Commissioner

Division/Office: Division of Temporary Supports and Policy

DISTRICT

SUPPLEMENTAL TANF BLOCK GRANT ALLOCATIONS

	TANF Block Grant Allocation Amount CY 2001	Supplemental Allocation based on Claiming for those over 20% Claimed	Supplemental Allocation based on Claiming for those under 20% Claimed	Total
Albany	\$1,159,105	\$579,553		\$579,553
Allegany	\$297,637	\$148,819		\$148,819
Broome	\$935,057	\$467,529		\$467,529
Cattaraugus	\$415,088	\$207,544		\$207,544
Cayuga	\$290,767	\$145,384		\$145,384
Chautauqua	\$1,148,755	\$574,378		\$574,378
Chemung	\$609,903	\$304,952		\$304,952
Chenango	\$226,548	\$113,274		\$113,274
Clinton	\$323,219	\$161,610		\$161,610
Columbia	\$243,332	\$121,666		\$121,666
Cortland	\$269,422	\$134,711		\$134,711
Delaware	\$163,184	\$81,592		\$81,592
Dutchess	\$797,718	\$398,859		\$398,859
Erie	\$4,748,828	\$2,374,414		\$2,374,414
Essex	\$137,773	\$68,887		\$68,887
Franklin	\$560,754	\$280,377		\$280,377
Fulton	\$392,445	\$196,223		\$196,223
Genesee	\$206,112	\$103,056		\$103,056
Greene	\$220,170	\$110,085		\$110,085
Hamilton	\$73,464		\$3,190	\$3,190
Herkimer	\$281,379	\$140,690		\$140,690
Jefferson	\$464,654	\$232,327		\$232,327
Lewis	\$210,233	\$105,117		\$105,117
Livingston	\$254,517	\$127,259		\$127,259
Madison	\$365,542	\$182,771		\$182,771
Monroe	\$3,827,738	\$1,913,869		\$1,913,869
Montgomery	\$289,330	\$144,665		\$144,665
Nassau	\$1,867,586		\$81,106	\$81,106
Niagara	\$960,024	\$480,012		\$480,012
Oneida	\$925,867	\$462,934		\$462,934
Onondaga	\$2,457,716	\$1,228,858		\$1,228,858
Ontario	\$272,165	\$136,083		\$136,083
Orange	\$1,115,104	\$557,552		\$557,552
Orleans	\$257,992	\$128,996		\$128,996
Oswego	\$623,453	\$311,727		\$311,727
Otsego	\$319,562		\$13,878	\$13,878
Putnam	\$166,123	\$83,062		\$83,062
Rensselaer	\$949,425	\$474,713		\$474,713
Rockland	\$1,050,104	\$525,052		\$525,052
Saratoga	\$187,051	\$93,526		\$93,526
Schenectady	\$553,048		\$24,018	\$24,018
Schoharie	\$309,358	\$154,679		\$154,679
Schuyler	\$124,393		\$5,402	\$5,402
Seneca	\$220,323	\$110,162		\$110,162
St Lawrence	\$548,606	\$274,303		\$274,303
Steuben	\$421,570	\$210,785		\$210,785
Suffolk	\$2,541,723		\$110,382	\$110,382
Sullivan	\$318,234	\$159,117		\$159,117
Tioga	\$276,104	\$138,052		\$138,052
Tompkins	\$301,038	\$150,519		\$150,519
Ulster	\$582,043	\$291,022		\$291,022
Warren	\$124,204	\$62,102		\$62,102
Washington	\$291,012	\$145,506		\$145,506
Wayne	\$284,126		\$12,339	\$12,339
Westchester	\$2,746,892	\$1,373,446		\$1,373,446
Wyoming	\$306,213	\$153,107		\$153,107
Yates	\$97,640	\$48,820		\$48,820
				\$0
ROS	\$38,952,268	\$17,173,736	\$250,316	\$17,424,051
NYC	\$59,315,140		\$2,575,949	\$2,575,949
Total	\$98,267,408	\$2,826,265	\$2,826,265	
Totals		\$17,173,736	\$2,826,265	\$20,000,000

02 LCM 1 ATTACHMENT B

TANF Service Plan Modification Process (Using TRACS)

On June 27, 2001 OTDA published 01 LCM-7, which set forth instructions on "*Modifying an Approved TANF Services Plan*". As promised in that Directive, we are now providing you with guidance on the use of TRACS (the TANF Reporting and Control System) in modifying proposals. Please note that this is interim guidance, and is intended for those Districts with current access to TRACS; an amended LCM will be distributed reiterating these instructions when all Districts have TRACS access. Attached please find revised LCM Modification Guidelines, revised instructions on a Modification Process, and a revised TANF Service Plan Modification Request Form Letter recommended for your use when submitting a modification. These revisions are consistent with the implementation of the TRACS automated reporting system.

Local Social Services Districts (LDSS's) are also advised of the phase-in of new requirements on outcome measurement for TANF Services Plan projects. At such time that local districts modify their TANF Services Plans to renew existing projects or add new projects, they will be required to incorporate standardized outcome measures, as will be described in a forthcoming ADM on the new performance measures requirements and related TRACS implications. The incorporation of standardized measures must take place by July 1st 2002. Districts are encouraged to begin modifying their plans to include the outcome measures, with the upcoming release of the performance measures ADM and as soon as practicable. This will allow the providers and the LDSS staff to become familiar with the outcomes and reporting requirements, prior to them becoming a required part of the plan. TANF Services Plans will need to be modified in the TANF Reporting and Control System (TRACS), identifying the measures chosen for each project. The TRACS system will be updated to accommodate reporting on the standardized measures during 2002.

Your staff was trained in May of 2001 on TRACS, including the TRACS Modification Process. In October of 2001 Regional Training sessions were held which included a review of the TRACS Modification Process, and the Performance Measures reporting requirements. As always, your staff should contact the Bureau of Transitional Programs, TANF Service Plan Liaison (as described in 01 LCM-9) if you need further assistance.

Modification Guidelines:

- Adding, changing or terminating/deleting a project will require entry of new and/or modified program information, and in many instances budget information, on the TRACS system. These changes to program and budget information will automatically update the LDSS Project List and Summary Matrix.
- Each Modification request should also include a brief description of the changes requested; this narrative should be entered in the TRACS Amendment Description field at the bottom of the Plan Details screen in TRACS.

Modification Process:

The following steps are suggested when pursuing a TANF Service Plan modification:

1. LDSS TANF Service Plan Coordinator (the LDSS Coordinator) contacts State TANF Service Plan Liaison (the State Liaison) and discusses the proposed modification;
2. If necessary the State Liaison changes TRACS Plan Status to “Under Development” (original “Approved” plan remains in TRACS in history) to allow LDSS staff to make the necessary modifications;
3. After receiving the LDSS’s proposed changes to the Plan, and while the Plan is still in “Under Development” status, the State Liaison and other pertinent State staff review Modification, and (where indicated) comment and ask for changes to Modification (via the State Liaison).
4. Based on discussions with the State Liaison regarding any suggested changes to the Modification Request, the LDSS Coordinator reviews State comments, makes necessary changes, and notifies State Liaison that all necessary changes have been made.
5. State Liaison reviews to ensure that all sections of Modifications are ready for formal submission, and informs LDSS Coordinator that Modification is ready for official submission.
6. LDSS Commissioner provides written notification of Plan Modification to Deputy Commissioner Noonan, and confirms submission via TRACS. At the same time, the LDSS Coordinator changes TRACS Plan Status from “Under Development” to “Submitted”. These two steps combined represent the formal submission of a Plan Modification request;
7. Upon completion of all necessary internal and external reviews of the Modification, the State Liaison changes TRACS Plan Status from “Submitted” to “Approved” or “Rejected”. If “Approved”, the process is complete. If “Rejected”, the process could start over (at the District’s discretion).

02 LCM 1
TANF Services Plan Modification Request Form Letter

Dear Deputy Commissioner Noonan:

I am writing to advise you of a modification to our local district's TANF Service Plan. The modification has been entered on TRACS on ___/___/___ and is now available for review.

Should this request include a modification to a Drug and Alcohol and/or Domestic Violence project, please be assured that:

By virtue of this modification submission, I certify that the assurances contained in the project description(s) are being met by this County. Furthermore, I am providing assurance that this County is in conformance with the standards outlined in Appendix C (Developing Your TANF Services Plan Budget).

Additionally, if this modification request includes a new provider, we assure that the provider will submit a cost allocation attestation or descriptions of cost allocation methodologies and that we will forward such form to your Office.

On the TRACS system, please find modifications of the appropriate program and/or budget documents that have been prepared and submitted per OTDA guidelines.

In addition, a concise narrative which indicates the reason for any changes, the effective date, the amount of the project(s)' allocation which was expended (if any) and our intention of allocating the remainder with any other project(s) is included in the appropriate Amendment Description section of TRACS.

Please contact (LDSS TANF Service Plan Coordinator) at (phone number)/ (email) if you have any questions or concerns regarding this matter.

Sincerely,

Commissioner

Attachments