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**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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*Commissioner*

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	02 LCM 4
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Transitional Supports and Policy
<b>Date:</b>	April 5, 2002
<b>Subject:</b>	2001-2002 Supplemental Allocations - TANF Drug and Alcohol and Domestic Violence and Safety Net (SN) Drug and Alcohol
<b>Contact Person(s):</b>	Bureau of Transitional Programs (518) 473-1179
<b>Attachments:</b>	Domestic Violence, Non-Residential Domestic Violence, TANF Drug/Alcohol, and State Share Safety Net Drug/Alcohol Allocations
<b>Attachment Available On – Line:</b>	X

### Section 2

#### I. Purpose

The purpose of this LCM is to advise districts of their supplemental allocations resulting from the SFY 01-02 Supplemental Budget for:

1. TANF Drug and Alcohol
2. Safety Net (SN) Drug and Alcohol
3. TANF Domestic Violence

#### II. Background

In the November 27, 2001 letter to local Commissioners, Shari Noonan advised districts that the SFY 01-02 Supplemental Budget provides additional TANF funding and provided a breakout of the distribution of these funds. 02 LCM 1 provided districts with the specific district allocations of the \$20 million allocated to districts for the TANF Block Grant.

The Supplemental Budget provides \$15 million TANF funding for Drug and Alcohol, with \$5 million to be allocated to local districts and up to \$10 million to be provided to OASAS. The attached chart provides the district specific allocations from the \$5 million TANF Drug/Alcohol allocation. On April 2, 2002 02 LCM-3: "Availability of Funds to Supplement Mandatory TANF Drug and Alcohol Services or to Create or Expand Enhanced Drug and Alcohol Projects" was issued advising districts of

the availability of \$7.5 million of the \$10 million earmarked for OASAS. Additionally, another \$4.4 million has been made available to increase district drug and alcohol Safety Net (SN) allocations. A plan modification is not necessary for the new SN allocations and there is no claiming threshold for these funds. The attached chart provides the district specific SN drug/alcohol allocations. Please note that this is the State share.

The SFY 2001-02 Supplemental Budget also provides \$8 million for Domestic Violence services. Of these funds, \$5 million was appropriated to OTDA for Domestic Violence screening, assessment and additional related Domestic Violence services. The remaining \$3 million was set aside for OCFS to distribute to districts for the provision of non-residential Domestic Violence services. OTDA and OCFS have agreed to have OTDA allocate the entire \$8 million, thus allowing districts to submit only a single plan modification to access these funds. This will provide districts with quicker access to DV funds and reduce the administrative burden on local districts. The attached chart provides two Domestic Violence allocations. The Supplemental DV Liaison Allocation is intended to cover the cost of the Domestic Violence Liaison costs, as well as additional Domestic Violence services. The Supplemental Non-Residential DV Allocation is to be used exclusively for non-residential Domestic Violence services.

Consistent with the requirements of 02 LCM-1 for TANF Block Grant Supplemental funds, TANF Drug and Alcohol and the \$5 million portion of OTDA Domestic Violence supplemental funds will only become available to a district when they have submitted claims equal to 75% of the initial CY 2001 TANF Drug and Alcohol or OTDA Domestic Violence allocations. However, districts may submit a plan modification based on the supplemental allocation at any time. The \$3 million OCFS non-residential Domestic Violence funds are not subject to the 75% claiming threshold.

All plan modifications must be submitted in accordance with procedures outlined in 01 LCM-7. **This means that the OCFS non-residential services projects will now be submitted the same way that all other TANF Services Plan projects are submitted.**

### **III. Program Implications**

TANF Supplemental funds for the Drug and Alcohol component are to be used in accordance with requirements and procedures outlined in the TANF Services Planning Guide document and subsequent releases. These funds may be used at local district discretion to fulfill Drug and Alcohol mandated requirements and/or for enhanced Drug and Alcohol services as specified in the district plan modification submittal.

Supplemental funds for the Domestic Violence component must be used for the Domestic Violence liaison functions, additional Domestic Violence related services, and/or for OCFS non-residential Domestic Violence services. These supplemental funds may be used to continue to fund the Domestic Violence Liaison/Family Violence Option functions and/or to implement or continue an enhanced OTDA Domestic Violence project as specified in the district plan modification submittal outlined in 01 LCM-7.

OCFS supplemental funds for non-residential services, whether a new project or a continued project, must be used for core or optional non-residential services provided by an approved non-residential Domestic Violence program in accordance with 18 NYCRR Part 452. Services must be provided by an approved Non-Residential Domestic Violence Program operated by a district or a not-for-profit non-residential program under contract with the district. If funds are being provided to a not-for-profit organization, a new or existing contractual arrangement must be in place to document the

expenditure plan and the services to be provided in relation to this funding source. Non-residential Domestic Violence programs are approved through the county Consolidated Services Plan or Integrated County Plan process. Funds may be distributed only to a provider listed in the plan or in a plan amendment and must be used only for new, continued, expanded or enhanced non-residential services for Domestic Violence victims. In addition, funds cannot supplant or duplicate local district funding under Title XX or the State/local overclaim or federal Family Violence Prevention and Services Act (FFVPSA) funds OCFS separately provided to the DV providers under contract. All local district non-residential Domestic Violence projects will be jointly reviewed by OTDA and OCFS staff. TANF DV funds may not be used for:

- “Assistance” – i.e., anything that is designed to meet a family’s on-going basic needs, including cash assistance, vouchers and/or similar benefits.
- On-going child care/transportation – child care and transportation services which are incidental to the program may be funded only if they are short-term, non-recurring and will not last longer than four months.
- DV Hotline Services
- DV Outreach/Educational Services
- Medical Services
- Capital Expenditures

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 Drug and Alcohol or Domestic Violence funds at any time. However, the supplemental funds will not become available for use until the district submits approved claims totaling 75% of their respective initial SFY 01-02 Drug and Alcohol and OTDA Domestic Violence allocations. The threshold for the Drug and Alcohol and Domestic Violence allocations will be looked at individually. For example, if a district has claimed 75% of their initial Drug and Alcohol allocation, supplemental Drug and Alcohol funds will be made available even if claims for the initial Domestic Violence allocation have not reached the 75% threshold level. Please note that OTDA reserves the right to rescind a district’s supplemental Drug and Alcohol or OTDA Domestic Violence allocation if a district does not submit claims totaling 75% of their respective Drug and Alcohol or Domestic Violence initial allocation. These funds may be redistributed among those districts that have claimed 75% or more of their initial SFY 01-02 allocation, in order to ensure continued operation. Please note that the OCFS non-residential services funds are not subject to the 75% claiming threshold, however, OCFS and OTDA reserve the right to rescind a district’s allocation if the district does not submit a plan to utilize such funding. These funds would be redistributed to those districts with a demonstrated need for such funds.

All SFY 01-02 TANF allocations, including the TANF Drug and Alcohol and Domestic Violence allocations described above, may be expended through June 30, 2002. Claims for all such expenditures must be submitted to OTDA no later than August 15, 2002. These funds are, however, identified in the SFY 02-03 Executive Budget for reappropriation, and it is anticipated that these funds will continue to be available through the next State fiscal year. As such, districts may submit projects which extend beyond June 30, 2002.

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**

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**Title: Deputy Commissioner**

**Division/Office: Division of Transitional Supports and Policy  
Office of Temporary and Disability Assistance**

**Name: Larry G. Brown**

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Office of Children and Family Services**