

**Intensive Case Services (ICS3) Budget Instructions  
Program Period January 1, 2009 – December 31, 2009**

**Budget Forms, Budget Narrative Forms**

Please use the following as a guide to complete the budget(s) and budget narrative(s). Districts who intend to serve both eligible populations must complete a separate budget and narrative for each population to be served. Forms 3 and 3A are to be completed for services to TANF eligible participants who are noncompliant with work requirements for whom up to 100% of allocated funds may be dedicated. Forms 4 and 4A are to be completed for services to TANF eligible participants who are not fully engaged in countable work activities for whom up to 20% of allocated funds may be dedicated.

Planned costs must be directly related to the delivery of the program services and activities that will take place. If the district plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form and Narrative (3 or 4, as appropriate, based on the population to be served by the contracted service) must be completed for the local provider agency.

**Program Cycle**

Base ICS3 allocations will be made available to districts, contingent upon OTDA plan approval, for the program period beginning January 1, 2009 through December 31, 2009, with final claims due February 15, 2010. OTDA may use prior year unexpended ICS funds to provide supplemental ICS allocations to districts to assist supporting program services for the January 1, 2009 through December 31, 2009 program period. Additional information on the supplemental ICS allocation should be available in March 2009. On the program cycle line on Budget Forms 3 and 4 as appropriate, based on the population to be served, enter the time period that you expect the *base* allocation to cover. This time period must fall within the program period of January 1, 2009 through December 31, 2009.

District Administration: Forms 3 and 4 have three columns:

- Non-Administration Costs,
- Administration Costs, and
- Total Costs.

This allows either or both program and administrative costs for the same project to be budgeted on a single form. The Intensive Case Services program is funded with TANF funds. For programs using TANF funds, there is a 15% administrative spending limit. However, under the same federal regulations certain costs that are claimed through the local district administrative claiming schedules are considered program costs and thus are not included in the calculation of the 15% limit. **NOTE:** The State appropriation language which authorizes the ICS program for the program period beginning January 1, 2009 specifically **prohibits the use of ICS funds to**

**support anti-fraud related activities.** Therefore, ICS3 budget forms and narratives cannot include the use of ICS funds for anti-fraud related activities.

Under these TANF regulations, costs considered to be program are:

- direct costs, including salaries and fringe benefit costs for staff providing program services;
- direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and
- contracts devoted entirely to program activities.

**Administrative costs which count toward the 15% spending limit include:**

- contract costs that are not excluded totally or in part as program activities;
- all indirect or overhead costs (i.e., A-87 costs); and
- activities related to eligibility determinations.

#### Direct Costs

- A. Staff Salaries: On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the amount of salaries of staff charged to the project.
- B. Fringe Benefits: On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the amount of fringe benefits associated with the salaries charged to the project.
- C. Contractual Costs: On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the amount of subcontracted activities for the project. This category includes institutions, individuals or organizations external to the social services district which have entered into an agreement with the social services district to provide any services outlined in or associated with the plan, and whose services are to be funded under the project. If the district plans to subcontract with a local provider agency for program services, a separate Baseline Budget Form and Narrative (3 or 4, as appropriate, based on the population to be served by the local provider agency) must be completed for the local provider agency. Local provider agencies are **not** required to delineate their budget between Non-Administration and Administration costs and should include all of their budget information in the total costs column.
- D. Staff Travel: On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the direct travel costs for employees assigned to the project. Staff travel costs should be budgeted in line with standard agency travel policy or New York State Comptroller guidelines. Travel costs are reimbursed at State rates (i.e., personal car mileage rate is \$.585 per mile). Only travel costs for personnel listed under Staff Salaries are acceptable.

Consultant or sub-contractor's travel expenses should be included in Contracted Services. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior OTDA approval.

- E. Equipment Costs:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the identifiable costs of equipment assigned to the project. Equipment required to meet the contract objectives may be either purchased or rented, whichever is more economical. Equipment is tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit. Title to all equipment purchased under this program rests with OTDA upon acquisition. At the completion of the project, such property must be disposed of in accordance with the instructions of OTDA. An inventory of all equipment purchased must be kept. List in the Budget Narrative, the equipment and associated cost to be either purchased or rented.
- F. Supplies:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the identifiable costs of supplies assigned to the project. In the Budget Narrative provide a list of the supplies and associated cost.
- G. Other Direct Expenses:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter any type of expense such as printing/photocopying, office rent, utilities and telephones outside of the categories listed above. In the Budget Narrative provide a list of the expenses and associated cost.
- H. Overhead Costs Allocated:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter overhead costs allocated to the project. If staff are assigned by the district to this program, the schedule D17 will allocate Overhead on the claim because it is derived by staff count. As such, this amount should be included on the ICS3 budget forms. These are the overhead costs allocated based on staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347). Please note, district subcontractors will be held to an indirect cost rate of up to 15% of total direct costs of their project.
- I. A-87 Costs Allocated:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the A-87 costs allocated to the staff assigned to the project. If staff are assigned by the district to this program, the schedule D17 will allocate A-87 on the claim because it is derived by staff count. As such, this amount should be included on the ICS3 budget forms. These A-87 costs are allocated based on the staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program LDSS-2347.

- J. Work-Related Supports:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the amount of any work-related supports (other than transportation) provided to the participants as part of the project. Payment should be non-recurring and should be intended for costs associated with participating in work activities, including employment. In the Budget Narrative, list the work-related supports provided and the associated costs. Note: Costs associated with work-related supports must constitute non-assistance in accordance with 00 LCM-20 and federal TANF regulations at 45 CFR §260.31.
- K. Participant Transportation:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the amount of any transportation costs to or for participants as part of the project. In the Budget Narrative, list the transportation and the associated costs provided. Note: Costs associated with transportation must constitute non-assistance in accordance with 00 LCM-20 and federal TANF regulations at 45 CFR §260.31.
- L. Other Participant-Related Costs:** On Budget Form 3 and/or 4, as appropriate, based on the population to be served, enter the amounts provided to participants other than the identified costs listed in Work-Related Supports and Participant Transportation for this project. In the Budget Narrative, list the participant-related item and associated costs provided. Note: Costs associated with other participant related costs must constitute non-assistance in accordance with 00 LCM-20 and federal TANF regulations at 45 CFR §260.31.

### **Restrictions on the Use of Funds**

The following costs are not allowed:

- advertising costs, except for recruitment of personnel or procurement of scarce items;
- capital expenditures for improvement or acquisition of facilities;
- entertainment costs, including social activities or cost of alcoholic beverages;
- interest costs incurred by provider agencies;
- costs of organized fund raising;
- medical costs;
- costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project;
- costs for preparation of continuation agreements and other proposal development costs;
- costs associated with the payment of fines;
- costs associated with anti-fraud related activities (as noted above); and
- costs associated with planning and coordination studies.