

## **Community Solutions for Transportation Program (CST) 10 Claiming Instructions**

Any portion of a CST 10 allocation that a local social services district requests OTDA forward to the NYS Department of Transportation to support local transportation services operated by regional transportation authorities **would not** be claimed through these instructions. CST 10 allocation amounts that are administered by the local social services districts must be claimed using the following instructions.

In accordance with 99 LCM-39, expenditures for administrative costs need to be reported separately from programmatic (or non-administrative) costs. This is necessary because there is a 15% administrative cost cap on the use of Temporary Assistance for Needy Families (TANF) funds. Please refer to Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual (FRM) for direction on what types of costs constitute “administration” under federal TANF rules.

Local social services districts should code all CST expenditures to the F17 function. These expenditures will carry through to the LDSS-3274, Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs. Expenditures should be reported in the column labeled “Solutions 10” on the appropriate lines of Schedule D-17. Instructions for completing Schedule D-17 are found in FRM Chapter 18, Volume 3 (Volume 4 for NYC).

The expenditures for this program reported on the D-17 will support an LDSS-3922, Reimbursement Claim for Special Projects, identified as “Solutions 10” in the project name box. Costs should be reported in either the “Non-Administration” or the “Administration” columns, depending on the nature of the expenditures. Instructions for the LDSS-3922 are found in FRM Volume 2, Chapter 3.

Those districts that still have CST 7, 8 or 9 funds available should claim these funds first and the claim forms should be labeled appropriately as either “Solutions 7,” “Solutions 8” or “Solutions 9.”

### **CST Expenditure & Claiming Deadlines**

All expenditures against CST 10 allocations should be claimed in accordance with the local social services districts’ CST 10 approved plans. Local districts may claim reimbursement for CST 10 costs incurred between July 1, 2009 and June 30, 2010. Final claims must be received by August 15, 2010. This CST program may only serve the TANF-eligible population and is funded at 100% federal share. Therefore, no state or local share should be reported for this program on this form. Reimbursement is available only up to the limit of the approved project’s allocation.

Expenditures exceeding your district’s allocation(s) must be claimed on Schedule D-3 for employment reimbursement.

The local social services district must sign the claim form certification, and submit the LDSS-3922 to:

Bureau of Financial Services  
NYS Office of Temporary and Disability Assistance  
40 N. Pearl Street – Claims Unit 14B  
Albany, NY 12243

Claiming questions can be directed to OTDA's Bureau of Financial Services by contacting:

Regions 1 through 4 – James Carroll at 1-800-343-8859, extension 4-7549, or directly at (518) 474-7549 or [James.Carroll@otda.state.ny.us](mailto:James.Carroll@otda.state.ny.us).

Region 5 - Michael Borenstein at (631) 854-9704 or [Michael.Borenstein@otda.state.ny.us](mailto:Michael.Borenstein@otda.state.ny.us).

Region 6 – Marian Borenstein at (212) 961-8250 or [Marian.Borenstein@otda.state.ny.us](mailto:Marian.Borenstein@otda.state.ny.us).