



**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001  
**David A. Paterson**  
*Governor*

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	10-LCM-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	March 24, 2010
<b>Subject:</b>	Funding for Intensive Case Services for Noncompliant Families (ICS4)
<b>Contact Person(s):</b>	<u>Program Related Questions:</u> Libby McGinn (518) 486-6106 or <a href="mailto:Elizabeth.McGinn@otda.state.ny.us">Elizabeth.McGinn@otda.state.ny.us</a>  <u>Claiming Related Questions:</u> Regions 1-4 Edward Conway 1-800-343-8859, extension 4-7549 or <a href="mailto:Edward.Conway@otda.state.ny.us">Edward.Conway@otda.state.ny.us</a> Region 5 Michael Borenstein 212-961-8251 or <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> Region 6 Marian Borenstein 212-961-8250 or <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a>
<b>Attachments:</b>	<a href="#">Attachment 1- Allocations</a>
<b>Attachment Available On – Line:</b>	Yes

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of amended allocations for services provided through the Intensive Case Services (ICS) program. A total of \$3,850,000 in federal Temporary Assistance for Needy Families (TANF) funds are available to support services to noncompliant and other at-risk families in receipt of public assistance through the ICS program.

These funds reflect a reduction from allocations previously provided to local social services districts on January 19, 2010. The 2010-11 Executive Budget includes a recommendation to continue funding ICS4 at \$11,313,453. If these funds become available in the SFY 2010-11 Enacted Budget, OTDA will notify districts.

The program end date for the previous ICS program cycle (ICS3) was December 31, 2009, with final claims due by February 15, 2010. This LCM provides ICS4 allocations available to reimburse district expenditures associated with the ICS program for the period beginning January 1, 2010 and ending April 30, 2010. Final claims associated with this allocation must be submitted by June 15, 2010.

These program awards are intended to allow districts to continue existing intensive case services programs. Nine districts chose to not participate in the ICS3 program during calendar year 2009. If any of those districts without an approved ICS3 plan began a program in 2010, the district must submit a plan for approval consistent with ICS3 guidelines as provided in 08-LCM-13 before any claims incurred associated with an ICS4 program may be reimbursed. Further, any such district without an approved ICS3 program that began operating an ICS program in 2010, must contact Libby McGinn at [Elizabeth.McGinn@otda.state.ny.us](mailto:Elizabeth.McGinn@otda.state.ny.us) or (518) 486-6106 no later than April 12, 2010.

## **II. Eligible Participants and Services**

### **A. Eligible Participants**

Consistent with ICS3, districts must ensure that ICS services are provided to TANF eligible individuals. Participants served under the ICS program must be eligible to receive TANF-funded non-assistance services, and must be in receipt of TANF (case types 11 or 12) or Safety Net Maintenance of Effort (MOE) (case type 16 or 17 with state charge code 63 or 64). This includes two-parent families eligible for TANF-funded non-assistance as described in 06-LCM-9. Eligible participants also must be:

- individuals who are noncompliant (potentially subject to penalty, or in sanction status for failure to comply) with work requirements, or
- individuals who are not fully engaged in countable work activities, including those employed part time (up to 20% of a district's allocation may be spent on efforts to target this population).

### **B. Eligible Services**

The ICS program seeks to provide enhanced outreach, case management, and other services to help recipients of public assistance achieve economic independence, and to ensure that program requirements and services appropriately address client circumstances. Intensive case services support district efforts to identify and address factors that contribute to program noncompliance, and to engage individuals in appropriate work or work-preparation activities to prevent or restore a reduction in public assistance benefits, and help clients enter the workforce so they may improve the economic security of their families. Additionally, the services are intended to help each district and the State achieve the required work participation rates, which typically require full-time program engagement.

Services funded under this initiative may be provided to eligible participants and are intended to support these program goals by enabling districts to achieve contact with clients, identify the most appropriate service strategy for each client, and to develop strategies to fully engage clients in appropriate work or work-preparation activities. For example, ICS funds may be used to enable districts or community-based organizations to conduct home visits or other enhanced outreach efforts that provide the opportunity to thoroughly explain program requirements, conduct in-depth assessments of family circumstances, and establish employment/self-sufficiency plans for families that are most appropriate.

Up to 20% of a district's allocation may be used to provide intensive case services to help eligible individuals who are not fully engaged in countable work activities to increase hours of program participation or work.

All services provided with these funds must meet the definition of TANF non-assistance services (as described in 00 LCM-20 and federal TANF regulations at 45 CFR §260.31). At least 80% of each district's ICS allocation must be used to support services targeting TANF-eligible, noncompliant participants and districts may use their entire allocation to serve this population. Additionally, districts are permitted to use up to 20% of their allocation to serve TANF-eligible participants who are not currently subject to sanction, but who are not fully engaged in countable work activities, including recipients who may be working part-time. For example, districts could elect to use up to 20% of the ICS allocation to support enhanced assessments to identify and help participants address barriers to full-time participation or job development activities to help current part-time workers obtain full-time employment.

Districts are reminded that ICS funds may not be used to support anti-fraud related activities.

### **III. Funding/Allocations**

The ICS4 allocations provided in **Attachment 1** provide each district a pro-rata share of the district's total combined ICS3 program allocation provided for calendar year 2009.

District allocations are available beginning January 1, 2010. The deadline for expending ICS4 funds is April 30, 2010 and final claims must be submitted by June 15, 2010.

### **IV. Outcome Measures and Reporting Requirements**

Districts will continue to use the TANF Reporting and Control System (TRACS2) to report the number of participants served and other program measures for the ICS4 program. Districts should report outcomes associated with ICS4 using the same reporting mechanism used to report outcomes for calendar year 2009. Reports must be submitted quarterly for each target population served. Reporting instruction information for ICS4 funds will be provided separately to the district's ICS program contact.

### **V. Claiming Instructions**

Districts will claim reimbursement for their ICS4 expenditures using the following instructions:

The Special Project name is **ICS4**. The administrative and/or contracted costs associated with approved projects under ICS4 should be reported as F-17 functional code expenditures and claimed in a column labeled ICS4 on the Schedule D-17, "Distribution of Allocated Costs to Other Reimbursable Programs (LDSS-3274)." The information from the Schedule D-17 is entered into TRACS where a "Reimbursement Claim for Special Projects" (LDSS-3922) will be completed.

Instances in which district staff are working part time on ICS, only those costs attributed to ICS services should be charged to ICS4.

The LDSS-3922 for ICS4 should be submitted to the Bureau of Financial Services using the TRACS system. Districts must retain the signed LDSS-3922 which supports the ICS4 claims submitted via TRACS for audit purposes. Instructions for completing the Schedule D-17 are found in Fiscal Reference Manual (FRM) Volume 3, Chapter 18 (Volume 4 for New York City). Instructions for completing the LDSS-3922 are found in FRM, Volume 2, Chapter 3. The expenditures should be entered in the Non-Administration/Administration Costs columns based on the guidelines below.

According to the 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.

According to TANF regulations, administrative costs 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.

See Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed information on TANF administrative expenditure requirements.

100% Federal reimbursement for all eligible expenditures is available, up to the limit of the district's approved ICS4 allocation.

The starting date for expending these ICS4 funds is January 1, 2010 and the expenditure deadline is April 30, 2010. Final claims must be submitted by June 15, 2010.

Program costs in excess of the allocation may be claimed on the Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs (LDSS-2347-B1) as Direct Charge Costs (Line 7) under TANF Program (Column 2) for TANF eligible clients.

Questions on claiming can be directed to the OTDA Bureau of Financial Services by contacting:

Regions 1-4, Edward Conway at 1-800-343-8859, extension 4-7549.

Email: [Edward.Conway@otda.state.ny.us](mailto:Edward.Conway@otda.state.ny.us)

Region 5, Michael Borenstein at (212) 961-8251.  
Email: [Michael.Borenstein@otda.state.ny.us](mailto:Michael.Borenstein@otda.state.ny.us)

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