



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001  
Andrew M. Cuomo  
Governor**

**Local Commissioners Memorandum**

**Section 1**

<b>Transmittal:</b>	11-LCM-03
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	May 6, 2011
<b>Subject:</b>	2011 Summer Youth Employment Program Allocations
<b>Contact Person(s):</b>	Melissa Alexander (518) 473-3018 <a href="mailto:Melissa.Alexander@otda.state.ny.us">Melissa.Alexander@otda.state.ny.us</a>
<b>Attachments:</b>	<a href="#">Attachment A – 2011 SYEP Allocations</a> <a href="#">Attachment B – 2011 SYEP Local District Designation Form</a>
<b>Attachment Available On – Line:</b>	Yes

**Section 2**

**I. Purpose**

The SFY 2011-12 Enacted Budget included a total of \$15.5 million in State funds to support the 2011 Summer Youth Employment Program (SYEP). The purpose of this Local Commissioners Memorandum (LCM) is to provide local districts with their 2011 SYEP allocations, to highlight a change in how the funds can be used, and to request each local district to make a decision regarding the administration of this summer's program.

**II. Background**

The SYEP provides summer employment and educational experience that enable youth to acquire work skills, gain income, and participate in activities that support their occupational goals. Beginning in 2005 OTDA took over State agency administration for the program. Since that time, TANF SYEP funds were allocated to each county Department of Social Services (districts) and districts had the option of retaining their allocation and using local mechanisms (i.e., local contracts, transfer funds between county agencies) to operate the program or assigning the funds to their local Workforce Investment Board (WIB) to operate the program. The Enacted SFY 2011-12 Budget supports the program with State funds.

With the exception of the change noted below, no other aspects of the program have been altered.

### **III. Program Implications**

The budget appropriation language authorizing this year's funds no longer provides local districts with the option of transferring a portion of their SYEP allocation to their Flexible Fund for Family Services. Your 2011 SYEP allocation may only be used to support SYEP activities and services. Please note that while State funds will be used to support this summer's program, the same participant eligibility guidelines will be followed. Eligible participants include youth between the ages of 14 and 20 with household income under 200% of the federal poverty level.

### **IV. Program Activities and Services**

The purpose of the SYEP is to provide eligible youth with a quality employment and educational experience during the summer months. For many youth, this is their first introduction to the world of work. Valuable lessons on work ethic, appropriate workplace behavior, interaction with co-workers and supervisors, and money management are learned. To augment the work component of the SYEP, providers include educational and/or career exploration activities, which will better prepare youth as they continue their education and transition to the world of work. Allowable activities and services for the SYEP include work subsidies for youth (payment to employer or third party), education and training as well as supportive services such as transportation, counseling, and incentive payments. Districts are encouraged to continue to make special efforts to ensure participation of foster care, juvenile justice and runaway and homeless youth in this summer's program.

### **V. Allocations**

A total of \$15.5 million is available to support the 2011 SYEP. Eighty percent (80%) of each district's allocation was based on their 2010 allocation, with the balance distributed based on each district's share of the statewide number of 14 to 20-year-olds with income under 200% of the federal poverty level. District allocations are provided on Attachment A.

### **VI. Claiming Instructions for Local Districts**

A LDSS will use the following set of instructions to claim reimbursement for SYEP 2011 expenditures for services provided from May 1, 2011 through September 30, 2011. Expenditures must be made by October 31, 2011 and claims must be submitted no later than December 15, 2011.

The SYEP 2011 expenditures must be identified as F17 functional costs and claimed on the Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs (LDSS-3274), in a column labeled SYEP 2011. These expenditures will support LDSS-3922, Reimbursement Claim for Special Projects. The LDSS-3922 project name box label should be entitled SYEP 2011.

The LDSS-3922 for SYEP 2011 should be submitted on a monthly basis to the Bureau of Financial Services using the TRACS system. Districts must retain the signed LDSS-3922 which supports the claims submitted via TRACS for audit purposes. Starting with October claims, it is

anticipated that these claims will be submitted utilizing the new RF 17 package. Further instructions will be forth coming.

The expenditures should be entered in the Non-Administration/Administration Costs columns based on the guidelines below.

- Non-Administration (program) costs are the direct salaries and fringe benefit costs of the staff providing direct services, providing information to clients, developing employability plans, providing work activities, providing post-employment services, providing work supports, and performing case management services. Non-salary costs of staff performing work activities that are considered programmatic are also allowable program costs. Non-salary costs may include but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts, whose main purpose is to provide services defined as program costs as above, should be considered as well.
- Administration costs are the salaries, fringe benefits, and non-salary costs of staff performing activities related to eligibility determinations, preparing program plans, budgets and schedules, monitoring programs and projects, performing procurement activities, providing public relations, performing accounting, legal, payroll and personnel activities, providing management of property, preparing reports and other documents. OTDA has set a 15% spending limitation on administration costs.

Any client related program cost should be reported on the LDSS-3922 under the Non-Administration Costs column on the appropriate lines. The salary and non-salary costs of staff may be direct charged to LDSS-3922 administration and non-administration columns or may be identified by time study. Any cost associated with the payment of work subsidies to participants should be reported under Non-Administration Costs, Line 12- Assistance Direct to Clients. Consistent with the definition at 45 CFR 260.31(b) (2) and at 45 CFR 286.10(b) (2), work subsidies means payments to employers or third parties to help cover the costs of employee wages, benefits, supervision and training; include all expenditures related to operating a subsidized employment program, including the cost of overseeing the program, developing work sites and providing training to participants. This includes any legitimate costs submitted to districts as contractual costs. The amount of work subsidies must be entered on Line 12 – Assistance Direct to Clients, with the balance of the contracted services entered on Line 4 – Contractual Costs.

For 2011, SYEP payments will consist of 3 monthly advances of 15%, 35% and 35% of the allocation for the months of June, July and August. These funds will be sent on, or near, the first of each month. The remaining 15% of the allocation will be paid as claims are submitted to the substantiated payment.

Any costs in excess of the allocation should be claimed on the Schedule D-3, Allocation and Claiming for Administration Costs for Employment Programs (LDSS-2347-B1). LDSS-3922 and LDSS-2347-B1 reports should be completed and submitted 30 days after the end of the month.

Instructions for completing the time studies, the Schedule D-3, and the Schedule D-17 are found in the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for New York City), Chapters 10 and 18. Instructions for completing the LDSS-3922 are found in FRM, Volume 2, Chapter 3. The Fiscal Reference Manuals are available at: <http://otda.state.nyenet/bfdm/>

For districts opting to assign all or a portion of their 2011 allocation to WIBs, districts will be held liable for funds not used in a manner consistent with the purposes of the SYEP allocation or where funds are due from the WIB. Instances which may result in a payment to OTDA may include overpayment of claims or disallowances of claims resulting from audits performed by OTDA and/or other agencies. WIBs will have 30 days from the end of the program (or after final notification of an audit finding) to repay OTDA. After two attempts, these payments will be recouped by a bottom line adjustment. We will keep the local districts' accounting offices apprised of our attempts to reach the WIBs.

Claiming Contacts:

- Regions 1 - 5 Contact: Edward Conway  
1-800-343-8859, extension 4-7549 or (518) 474-7549  
[Edward.Conway@otda.state.ny.us](mailto:Edward.Conway@otda.state.ny.us)
- Region 6 Contact: Michael Simon  
(212) 961-8250  
[Michael.Simon@otda.state.ny.us](mailto:Michael.Simon@otda.state.ny.us)

## VII. Necessary Action

Each local district must complete the SYEP Local District Designation Form (Attachment B) to indicate whether SYEP funds will be retained or assigned to the local WIB. **By May 20, 2011**, send the completed forms to:

Melissa Alexander  
New York State Office of Temporary and Disability Assistance  
Center for Employment and Economic Supports  
40 North Pearl Street – 9 C  
Albany, New York 12243  
or  
[Melissa.Alexander@otda.state.ny.us](mailto:Melissa.Alexander@otda.state.ny.us)  
(518) 473-7993 (fax)

For those districts opting to assign funds to the local WIB, the appropriate WIB will be notified of the amount of funds available to serve participants from each respective county within their Local Workforce Investment Area. Local WIBs that will operate the 2011 SYEP will receive program guidelines including the necessary claim forms and claiming instructions under a separate letter.

It is extremely important that the Local District Designation Form be submitted by the required due date. Specific program guidelines and claiming instructions will be issued separately.

**Issued By**

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports