



**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-08
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	August 24, 2011
<b>Subject:</b>	Supplemental Allocations for OTDA Transitional Jobs 2 Program
<b>Contact Person(s):</b>	<u>Program Related Questions:</u> Libby McGinn at (518) 486-6106, <a href="mailto:Elizabeth.McGinn@otda.state.ny.us">Elizabeth.McGinn@otda.state.ny.us</a> or Employment Services Advisor  <u>Claiming Related Questions:</u> <u>Regions 1-5</u> - Edward Conway (518) 474-7549, <a href="mailto:Edward.Conway@otda.state.ny.us">Edward.Conway@otda.state.ny.us</a> <u>Region 6</u> - Michael Simon (212) 961-8250, <a href="mailto:Michael.Simon@otda.state.ny.us">Michael.Simon@otda.state.ny.us</a>
<b>Attachments:</b>	<a href="#">Attachment A: Supplemental Allocations</a> <a href="#">Attachment B: Budget Instructions</a> <a href="#">Attachment C: Program Narrative Addendum</a> <a href="#">Attachment D: Budget Form</a> <a href="#">Attachment E: Budget Narrative</a>
<b>Attachments Available On – Line:</b>	Yes

**Section 2**

**I. Purpose**

The purpose of this Local Commissioners Memorandum (LCM) is to provide each social services district with a supplemental allocation to support the continuation of the Transitional Jobs 2 program. Separate LCMs are being released to inform eligible districts of supplemental allocations that are being made available for the Green Jobs Corps 2 and Health Care Jobs 2 programs. This LCM also informs districts that the program period for the Transitional Jobs 2 program has been extended from September 30, 2011 to **June 30, 2012**.

## **II. Background**

On November 5, 2010 10-LCM-18 Funding for OTDA Transitional Jobs 2 Program was transmitted to social services districts informing them of the availability of \$5,628,198 in federal TANF funds to continue the OTDA Transitional Jobs program to provide subsidized job placements combined with paid education and training to help TANF-eligible individuals advance into unsubsidized employment. These subsidized employment opportunities may be provided for up to one year for up to 40 hours per week, consistent with the district's previously approved Transitional Jobs 2 program plan.

An additional \$4,369,826 in unprogrammed TANF funding initially authorized by the Enacted SFY 2009-10 and SFY 2010-11 State Budgets is being made available to support supplemental Transitional Jobs 2 allocations. Attachment A provides each district's supplemental allocation made available through this memorandum and the total combined Transitional Jobs 2 allocation available to each district.

## **III. Program Implications**

### **A. Program Requirements**

Districts must refer to 10-LCM-18 for information regarding participant eligibility, and other program requirements pertaining to the use of Transitions Jobs 2 funding. All participants served under the Transitional Jobs 2 program must be TANF eligible as stated in 10-LCM-18. In all instances, priority for participation in the Transitional Jobs 2 programs shall be given to TANF-eligible public assistance recipients. Districts should also target services to TANF-eligible noncustodial parents and formerly incarcerated individuals who are also in receipt of public assistance or determined TANF eligible in accordance with 00-LCM-20.

### **B. Funding**

The supplemental allocations are supported by \$4,369,826 in unprogrammed federal TANF Transitional Jobs funds. The allocations were calculated as follows: each eligible district's proportional share as compared to their Transitional Jobs 2 allocation.

Districts must ensure that these funds are used for increased costs associated with operating a new or expanded subsidized employment program (including the continuation of services from the first year of the Transitional Jobs program).

## **IV. Submission of Plans**

Eligible districts that plan to use the supplement funding made available to continue services consistent with the SFY 10-11 Transitional Jobs 2 plan approved by OTDA must submit a plan narrative addendum (Attachment C) to reflect the total number of participants to be served, and the revised program period. In addition, districts must submit new budget forms (Attachment D) and budget narratives (Attachment E), using the templates provided with this LCM reflecting the new combined Transitional Jobs 2 and supplemental allocation (Total Combined

Allocation as identified on Attachment A). Access to the supplemental Transitional Jobs 2 allocation is contingent on OTDA's approval of the revised forms.

Districts that intend to make changes to their approved Transitional Jobs 2 plan must submit a complete revised plan, including revised plan narrative (in lieu of a plan narrative addendum), new budget forms and budget narratives to OTDA for review and approval. For example, a district that intends to use the supplemental allocation to target subsidized employment opportunities in a different sector than those described in the approved plan or to support additional training opportunities must submit a revised plan narrative in addition to the revised budget and budget narrative forms. Districts that intend to make changes to their approved Transitional Jobs 2 plan should contact Libby McGinn to discuss the change and to request a revised plan narrative. Districts should refer to 10-LCM-18 for specific information regarding plan format, participant eligibility and program requirements.

Completed forms as described above must be submitted no later than **October 5, 2011** to be eligible for the supplemental Transitional Jobs 2 allocation. The supplemental allocation will be made available to districts following OTDA's approval of completed forms/revised plan. Complete forms/revised plans should be e-mailed by **October 5, 2011** to Libby McGinn at [Elizabeth.McGinn@otda.state.ny.us](mailto:Elizabeth.McGinn@otda.state.ny.us) or mailed to the following address:

Ms. Libby McGinn  
NYS Office of Temporary and Disability Assistance  
Employment and Advancement Services Bureau  
40 North Pearl Street, 11<sup>th</sup> floor  
Albany, New York 12243-0001

The reimbursement of costs incurred under the Transitional Jobs 2 program continues to be contingent on OTDA's approval of the district's Transitional Jobs 2 plan.

## **V. Reporting Requirements**

Districts are required to report information on an individual basis using the format provided by OTDA and transmitted on April 7, 2011.

## **VI. Claiming Instructions**

All expenditures against the Transitional Jobs 2 allocation must be claimed in accordance with the local social services district's Transitional Jobs 2 program approved plan. Local districts may claim reimbursement for Transitional Jobs 2 expenditures made from October 1, 2010 through **June 30, 2012**. In those instances where a district supported services with year one Transitional Jobs allocation through all or a portion of the October 1, 2010 through December 31, 2010 period, the district should adjust the Transitional Jobs 2 program period accordingly. For example, if a district relied on Transitional Jobs funds through December 31, 2010, the district would submit a Transitional Jobs 2 program plan narrative addendum that has a program period of up to eighteen months (January 1, 2011 through June 30, 2012). Final claims for Transitional Jobs 2 must be received by August 15, 2012.

The administrative and/or contracted costs associated with approved plans should be reported in the F-17 function (Other Reimbursable Programs) on the Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347). These costs will

carry forward to the Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs, (LDSS-3274), and be reported in a column labeled Transitional Jobs 2. These expenditures will be claimed on Form LDSS-3922, Reimbursement Claims for Special Projects. The LDSS-3922 project name box label should be entitled Transitional Jobs 2. District staff not working fulltime on Transitional Jobs 2 must be time studied and only those related costs should be charged to Transitional Jobs 2.

The LDSS-3922 for Transitional Jobs 2 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 forthcoming. Instructions for completing the Schedule D-17 are found in the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for New York City), Chapter 18. 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 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. The Fiscal Reference Manuals (FRM) are available at: <http://otda.state.ny.net/bfdm/>.

Under these guidelines, districts should enter their expenditures in the proper column of the LDSS-3922. Most of the activities incurred under this program should be reported in the Non-Administration Costs column. Overhead and A-87 costs should be entered in the Administration Costs column. Expenses should be reported on the appropriate lines of the LDSS-3922, with the amount of the actual work subsidy entered on line 12, Assistance Direct to Client. Expenditures should be claimed at 100% Federal share up to the amount of the allocation.

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.

## **VII. System Implications**

As outlined in 10-LCM-18, districts (other than NYC) are encouraged to make full use of their local Welfare-To-Work Caseload Management System (WTWCMS) provider directory to document client involvement in this program. WTWCMS administrators should use the available statewide umbrella program funding source entitled “Transitional Employment” which displays as an active local program. Please refer to 10-LCM-18 for further information on system implications.

### **Issued By:**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports