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

Transmittal:	11-LCM-09
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 24, 2011
Subject:	Supplemental Health Care Jobs 2 Program Allocations
Contact Person(s):	Program Related Questions: Kathryn Couser (518) 408-4972 e-mail at KathrynM.Couser@otda.state.ny.us or Employment Services Advisor Claiming Related Questions: Regions 1-5 - Edward Conway 1-800-343-8859, ext 4-7549, Edward.Conway@otda.state.ny.us Region 6 - Michael Simon (212) 961-8250, Michael.Simon@otda.state.ny.us
Attachments:	Attachment A: Allocations Attachment B: Budget Instructions Attachment C: Program Narrative Addendum Attachment D: Budget Form Attachment E: Budget Narrative
Attachment Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental Health Care Jobs 2 program allocations to social services districts (districts) currently operating Health Care Jobs 2 programs (Erie, Monroe, Nassau, Onondaga, Suffolk, Westchester and New York City). This LCM also informs districts that the program period for the Health Care Jobs 2 program has been extended from September 30, 2011 to **June 30, 2012**.

II. Background

The Health Care Jobs 2 program provides funding to support subsidized employment opportunities of up to 40 hours per week for TANF-eligible adults. These subsidized employment opportunities may be provided for up to one year in jobs within the health care sector, including community health outreach and education positions. Participants also receive important case management and job retention services.

A total of $2 million in federal TANF funds was previously made available to eligible districts by 10-LCM-16. An additional $1,788,033 in unprogrammed TANF funding from the SFY 2009-10 State Budget is being made available to support supplemental Health Case Jobs 2 program allocations to eligible districts. Attachment A provides each eligible district's supplemental allocation made available through this memorandum and the total combined Health Care Jobs 2 allocation available to each eligible district.

III. Program Implications

A. Program Requirements

Districts should refer to 10-LCM-16 for information regarding participant eligibility and other requirements pertaining to the use of Health Care Jobs 2 funding. In all instances, priority for participating in the Health Care Jobs 2 program shall be given to TANF-eligible public assistance recipients. Districts are expected to target services to individuals with barriers to placement in unsubsidized employment including long term public assistance recipients, formerly incarcerated individuals and individuals with limited job skills or work histories.

B. Funding

The supplemental Health Care Jobs 2 program allocations are supported by $1,788,033 in unprogrammed federal TANF funds. The allocations were calculated as follows: each eligible district's proportional share as compared to their SFY 2010-11 allocation. The supplemental and total combined Health Care Jobs 2 allocations are provided in Attachment A.

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

Districts that intend to make changes to their approved Health Care Jobs 2 plan must submit a complete revised plan, including revised plan narrative (in lieu of a plan narrative addendum), budget forms and budget narrative forms 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 field of the health care sector than those described in the approved plan or to support additional training opportunities to program participants 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 Health Care Jobs 2 plan should contact Kathy Couser to discuss the change and to request a revised plan narrative. Districts should refer to 10-LCM-16 for specific information regarding plan format, participant eligibility and program requirements.

Completed forms as described above must be submitted no later than **October 7, 2011** to be eligible for the supplemental Health Care Jobs 2 allocation. The supplemental allocation will be made available to eligible districts following OTDA's approval of completed forms/revised plan. Complete forms/revised plans should be e-mailed by **October 7, 2011** to Kathryn Couser at KathrynM.Couser@otda.state.ny.us or mailed to the following address:

Ms. Kathryn M. Couser
NYS Office of Temporary and Disability Assistance
Employment and Advancement Services Bureau
40 North Pearl Street, 11th floor
Albany, New York 12243-0001

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

V. Reporting Requirements

Districts will be required to report information on an individual basis using the format and reporting instructions provided by OTDA.

VI. Claiming Instructions

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

Final claims for Health Care 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 Health Care 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 Health Care Jobs 2.

District staff not working fulltime on Health Care Jobs 2 program must be time studied and only those related costs should be charged to Health Care Jobs 2 program.

The LDSS-3922 for Health Care 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 of the LDSS-3922 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.nyenet/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-16, 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-16 for further information on system implications.

Issued By
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