



**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-12
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	September 22, 2011
<b>Subject:</b>	Supplemental 100% Food Stamp Employment and Training Allocations – FFY 2011
<b>Contact Person(s):</b>	Kathryn Couser (518) 408-4972, <a href="mailto:kathrynm.couser@otda.state.ny.us">kathrynm.couser@otda.state.ny.us</a> or Employment Services Advisor Claiming Contacts: Regions 1-5, Ed Conway at (518) 474-7549 <a href="mailto:edward.conway@otda.state.ny.us">edward.conway@otda.state.ny.us</a> Region 6, Michael Simon at (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 1: FFY 2011 Supplemental 100% Food Stamp Employment and Training Allocations</a>
<b>Attachment Available On – Line:</b>	Yes

**Section 2**

**I. Purpose**

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental federal fiscal year (FFY) 2011 Food Stamp Employment and Training (FSET) 100% administrative funding allocations for each social services district.

**II. Background**

New York State receives annual allocations from the United States Department of Agriculture (USDA) to support FSET program administration. USDA reallocates other states' unexpended 100% funds to states that request and justify the need for the funds. New York requested additional FFY 2011 FSET 100% funds and was awarded an additional \$1.9 million in August, 2011. The FFY 2011 FSET 100% allocations made available by 11-LCM-06 included a separate \$1.9 million of reallocated 100% funds awarded by USDA to New York in a timeframe to

include along with the overall 100% allocations. This LCM informs districts of supplemental FFY 2011 100% allocations supported by the additional \$1.9 million in 100% funds awarded by USDA to New York State August 18, 2011.

The 100% federal funds are available to fully reimburse FSET administrative costs without non-federal match. Districts' 100% FSET allocations for FFY 2011, including the supplemental allocations made available by this memorandum, are based on each district's share of the FFY 2011 funding for local district allocations as compared to their FFY 2010 100% allocation. Attachment 1 lists each district's initial 100% allocation as well as the supplemental allocation awarded through this memorandum and the total FFY 2011 100% FSET allocation.

Participant reimbursement and dependent care funding for FSET is not included in the administrative allocations and should continue to be claimed separately.

Your district's FFY 2011 FSET administrative allocations are available to reimburse costs incurred from October 1, 2010 through September 30, 2011. **Consistent with all FFY 2011 FSET funds, these additional funds must be used to cover costs incurred during the October 1, 2010 through September 30, 2011 period.** Districts should submit supplemental claims to receive payment in a timely manner. If claims are not submitted to expend the allocated funds, OTDA's Bureau of Financial Services will move any 50% claims to the 100% claim category sometime after the final claiming deadline. These claiming adjustments will permit each district to increase the extent to which employment services for food stamp applicants and recipients are fully funded with federal funds. All claims for FFY 2011 100% FSET reimbursement must be received no later than **February 1, 2012.**

### **III. Program Implications**

This memorandum provides a supplemental FFY 2011 100% allocation. Districts should refer to 11-LCM-06 for information regarding the use of FSET funds.

### **IV. Claiming Instructions**

OTDA provides a Cognos employment report entitled "Individuals by Employability Code Counts." This report has replaced the WINR-9475 and the Monthly Statistical Report on Employability (DSS-2238) for the purpose of allocating employment program costs. There is also a Cognos report entitled the "Local District PA-FS Claiming Tool." This Claiming Tool provides needed information on the number of PA individuals who are subject to employment program work requirements and the number of NTA-FS work registrants engaged in work activities during the report month. These numbers of individuals can be used to determine the allocation claiming percentages for use on the Schedule D-3, Allocation and Claiming of Administrative Costs for Employment Programs, LDSS-2347-B1. Instructions for completing the Schedule D-3 can be found in the Fiscal Reference Manual (FRM) Volume 3, Chapter 10.

New York City will continue to use the NYC Human Resources Administration Engagement Report for cost allocation purposes. Guidelines for using the Engagement Report are contained in FRM, Volume 4, Chapter 10.

Fiscal Reference Manuals (FRM) are available at:

FRM Vol. 3 – [http://otda.state.ny.net/bfdm/finance/FRM Vol3 Manual.asp](http://otda.state.ny.net/bfdm/finance/FRM_Vol3_Manual.asp)

FRM Vol. 4 – [http://otda.state.ny.net/bfdm/finance/FRM Vol4 Manual.asp](http://otda.state.ny.net/bfdm/finance/FRM_Vol4_Manual.asp)

The Monthly Employability Code Summary Report and Local District PA-FS Claiming Tool provide unduplicated case member counts. These reports are available on a monthly basis in Cognos 8 using the following link:

[http://cognos.otda.state.ny.net/COGNOS8/cgi-bin/cognosisapi.dll?b\\_action=xts.run&m=portal/cc.xts&m\\_folder=iDE07387469E84FDB94C9244C98F74AB7](http://cognos.otda.state.ny.net/COGNOS8/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iDE07387469E84FDB94C9244C98F74AB7)

Districts experiencing problems with the link can contact John Hanofee at (518) 473-7567 or email at [john.hanofee@otda.state.ny.us](mailto:john.hanofee@otda.state.ny.us) for copies of the Monthly Employability Code Summary Report and the Local District PA-FS Claiming Tool.

Note that participant reimbursement and dependent care expenditures for FSET are not part of the FSET administrative allocations and should continue to be claimed in their respective columns on the Schedule D-3.

Once a district exceeds its 100% FSET allocation, it is encouraged to ensure that other FSET claims are submitted as 50% claims. District action will result in the district receiving appropriate reimbursement funds sooner than if the district waits for the State to shift the 100% claims back to 50% FSET.

**Issued By**

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**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Support