



**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>	12-LCM-05	
<b>To:</b>	Social Service District Commissioners	
<b>Issuing Division/Office:</b>	Office of Budget, Finance & Data Management	
<b>Date:</b>	June 15, 2012	
<b>Subject:</b>	Submission of TANF Claims/FFFS Plans	
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<b>Attachments:</b>	None	
<b>Attachment Available On – Line:</b>	Not Applicable	

**Section 2**

**I. Purpose**

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts of a June 30, 2012 deadline for the submission of Temporary Assistance for Needy Families (TANF) Special Project claims, RF2 - Monthly Statement of Assistance Expenditures and Claims for Federal and State Aid (LDSS-1272), and RF2A - Monthly Statement of Administrative Expenditures Federal and State Aid (LDSS-1272A) TANF expenditures identified in Section 2 III: Program Implications for expenditures through September 30, 2011. The June 30, 2012 deadline also applies to Flexible Fund for Family Services (FFFS) plan revisions for corresponding expenditures through September 30, 2011. Please note Title XX and Child Care Block Grant (CCBG) transfer amounts cannot be changed.

This deadline does not apply to Child Welfare, Non-Residential Domestic Violence claims which had a March 31, 2012 deadline.

## II. Background

Social services districts are advised that TANF Special Projects claims for expenditures for the period October 1, 2010 through September 30, 2011 must be submitted by June 30, 2012 to the OTDA Bureau of Financial Services as applicable, via the TANF Reporting and Control System (TRACS), or manually via the paper Schedule LDSS 3922 – Reimbursement Claim for Special Projects. Applicable expenditures submitted through the Automated Claiming System must be in final accept status by June 30, 2012.

For Child Welfare and Non Residential Domestic Violence FFFS 2011 related programs, the deadline was March 31, 2012 with the exception of PINS/Prevention/Detention Diversion Services within FFFS which have a deadline of March 31, 2014. These claiming deadlines are established in order to evaluate the status of spending for obligations established at the State level for the Federal Fiscal Year (FFY) 2010/2011.

As allocations are announced to social services districts, OTDA reports those allocations as an obligation(s) on the TANF Federal Financial report. In order to determine the amount of Federal funds that will be liquidated, the State needs to have final claims by June 30, 2012 for all expenditures made from October 1, 2010 through September 30, 2011 even if the program continues past that date. The same principle applies to FFFS plan expenditures with ending dates of September 30, 2011 since obligations were established for the TANF FFY 2010/2011 grant based on dates established in approved social services district FFFS plans. As social services districts revise their FFFS plans and allocations are changed on these plans, OTDA needs to modify obligation(s) reported to the Federal government.

## III. Program Implications

Expenditures for the following projects made by social services districts for the period October 1, 2010 through September 30, 2011, must be claimed to OTDA Bureau of Financial Services or entered and finalized in TRACS by June 30, 2012.

**LDSS 3922 - Reimbursement Claim For Special Projects:**  
SOLUTIONS 9, 10 and 11

**TRACS:**  
DET PREV FFFS 11  
DET PREV TANF 09 and 10  
FFFS 2011  
GREEN JOBS 2  
HEALTH CARE JOBS 2  
NON-RECURRENT FFFS 11  
NON RES DV 7, 8, 9 and 10  
TRANSITIONAL JOBS 2

**Claims for expenditures made through September 30, 2011, will not be reimbursed if submitted after June 30, 2012.**

The June 30, 2012 deadline also applies to certain Schedule D - DSS Administrative Expense Allocation and Distribution by Function and Program (LDSS-2347) related TANF costs reported on the Schedule D-2 Allocation For Claiming General Services Administration Expenditures (LDSS-2347-B), Schedule D-3 Allocation And Claiming Of Administrative Costs For

Employment Programs (LDSS-2347-B1), Schedule D-6 Reimbursement Claim For Training (LDSS-2347-C) and Schedule D-10 Claiming Of Fraud & Abuse Administrative Costs (LDSS-2347- F). These costs, which do not constitute the provision of client assistance benefits under Federal TANF rules, also must be liquidated by June 30, 2012. Because the TANF deadline does not apply to the other programs reported on these schedules (for example, FSE&T), the districts should continue to submit such claims for periods prior to October 1, 2011, after the June 30, 2012 deadline. While we will continue to settle the non-TANF portion of these claims after the June 30, 2012 deadline, subject to the claiming rules of the specific program (e.g., two-year claiming limit), the TANF amounts will not be applied toward the FFFS ceiling because they are beyond the deadline. Any necessary adjustments will be made at the State level to the FFFS Ceiling Report.

This deadline also applies to non-assistance costs claimed on the Schedule H - Non Title XX Services for Recipients (LDSS 4283) Columns 2 and 6. As noted above in Section 2 I, non-assistance costs claimed on Schedules A, C and F had a claiming deadline of March 1, 2012, per [12-LCM-01 Claiming Deadlines for Federal and State Reimbursement](#).

#### IV. **FFFS Plan Revisions**

Plan revisions need to take into consideration expenditures through September 30, 2011. In addition, a plan revision needs to be submitted if a social services district's end date for any category does not indicate sufficient expenditures to liquidate the balance of the allocation. Submission of these plan revisions is necessary in order to notify OTDA of the funds that must be obligated against the proper TANF Federal Fiscal Year. Plan revisions will be reviewed and approved based on adequate statewide obligation balances. If there are insufficient obligation balances, each district's option would then be to adjust federal/state/local shares within a specific category. Below are two examples using the TANF Employment category for which there would be a need to revise the plan.

**Example 1:** A social services district has allocated \$10,000 to TANF Employment and expended \$12,250 by September 30, 2011. A plan revision is needed to increase the allocation to \$12,250, if the district expects payment for the additional \$2,250. In order to complete this revision, the district must have available allocation in another category which can be transferred to the Employment category.

**Example 2:** A district allocates \$15,000 for TANF Employment for the period April 2011-March 2012 and only expects to expend \$9,500. A plan revision is needed to either extend the end date, or move \$5,500 over allocated in TANF Employment to another category which is over expended.

**After June 30, 2012, no FFFS plan revisions for the State Fiscal Year 2011-12 will be considered for expenditures prior to October 1, 2011.**

#### **Issued By**

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**Title:** Director

**Division/Office:** Office of Budget, Finance and Data Management