



# Office of Temporary and Disability Assistance

**ANDREW M. CUOMO**  
Governor

**SAMUEL D. ROBERTS**  
Commissioner

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Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	16-LCM-14
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Office of Budget, Finance & Data Management
<b>Date:</b>	September 8, 2016
<b>Subject:</b>	Claiming Deadlines for Federal and State Reimbursement
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<b>Attachments:</b>	None
<b>Attachment Available Online:</b>	<input type="checkbox"/>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) notifies social services districts (SSDs) of the implementation of claiming deadlines for certain expenditure claims consistent with State Fiscal Year (SFY) 16-17 state budget provisions.

#### II. Background

Pursuant to Chapter 53 of the Laws of 2016, SFY 16-17 appropriation authority is available for federal and state reimbursement of eligible public assistance and adult shelter expenditure claims, provided the SFY 16-17 claiming deadlines are met.

Pursuant to Section 4 of Part F of Chapter 56 of the Laws of 2012, the federal and non-federal shares of SSD Medical Assistance Administration expenditures for SFY 12-13 and thereafter have been capped. SSDs were notified of their respective non-federal caps in letters from the Department of Health (DOH) dated July 18, 2012.

Pursuant to the Enacted Budget Bill for Aid to Localities Appropriations for SFY 16-17 to the extent that the statewide amount of the non-federal share of SSDs' Medicaid administrative expenditures is less than the statewide cap, DOH is authorized to allocate up to \$23.0 million from the Medical Assistance Administration Program State Local District Administration appropriation, for the purpose of reimbursing certain SSDs for administrative expenses in excess of such districts' cap amounts as established in the DOH letter dated July 18, 2012.

### III. Program Implications

Subject to the above provision, in order to obtain federal and state share reimbursement, federal and State reimbursement claims for eligible public assistance program expenditures paid from January 1, 2016 through December 31, 2016 must be final accepted on the Automated Claiming System (ACS) by **March 1, 2017**.

For New York City only, adult shelter claims for January 1, 2016 through December 31, 2016 must be final accepted on the ACS by **March 31, 2017**, in order to receive state reimbursement. Positive claims for these programs final accepted after the above deadlines will not be paid. SSDs will see a reversal of such claims on the monthly RF2/2A settlement as a bottom line adjustment. SSDs should not submit a negative or reversal claim in the ACS as a result of these unpaid claims submitted after the deadline. If an SSD must submit a claim correcting an erroneously submitted claim and the initial claim was not paid because it was submitted after the deadline, then these claims should be identified in the comment field as Correction to Unpaid Claim S\_ \_ \_.

#### **Public Assistance Deadline March 1, 2017, for Calendar Year 2016**

- Schedule A Expenditures for Family Assistance (LDSS-187)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Total
  
- Schedule C Expenditures for Safety Net Assistance (LDSS-1040)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Total
  
- Schedule F Schedule of Costs for Emergency Assistance to Needy Families with Children (LDSS-1285)
  - Line 4 – Federal Share
  - Line 6 - State Share
  - Column 2 – Total
  
- Schedule N TANF Funded Services (LDSS-5045)
  - Column 4 – Federal Share
  - Line 17 – Total Expenditures

#### **Adult Shelter Deadline March 31, 2017 for Calendar Year 2016 – NYC Only**

- Schedule B Claiming for Adult Care, EAA and Guide/Service Dogs (LDSS-4744)
  - Column 3 - Private Institutions
  - Column 4 - Public Homes
  - Column 5 – Adult Shelters
  - Line 4 - State Share

Monthly claims for certified Tier II shelters are included in the time limitation noted in the Public Assistance section above. However, certified Tier II shelters are also subject to the deadline in Part 900 of Social Services Regulations.

Reimbursement amounts should not be recorded as due from New York for claims accepted after the deadlines noted above. The total federal TANF expenditure amounts otherwise eligible for reimbursement had claims been received prior to the deadline and total Safety Net Assistance (SNA) FNP Maintenance of Effort (MOE) expenditures will count towards the TANF Maintenance of Effort.

Instructions for completing Schedules A, B, C, F, and N are found in the Fiscal Reference Manual (FRM) Volume 2, chapter 3 available at:

<http://otda.state.ny.net/bfdm/finance/docs/vol02.pdf>.

### **Medicaid Admin Claiming Limitations After March 31, 2013**

Effective April 1, 2013, in accordance with provisions established by Section 4 of Part F of Chapter 58 of the Laws of 2012, there will be no reimbursement made for administrative expenditures in excess of each SSD cap amount. However, if the statewide amount of the non-federal share of SSD administrative expenditures is less than the statewide cap, the reserve, up to \$23 million, may be utilized to cover SSD expenditures in excess of administrative caps. The administrative cap amounts established for each SSD for CY 2012 will remain in effect for CY 2016.

### **Medicaid Admin Deadline February 1, 2017 for Calendar Year 2016 and prior periods**

- Schedule D-4 Calculation of Medical Assistance Eligibility Determination/Authorization/Payments Cost Shares (LDSS-2347-B2)

#### Section I – Calculation of Federal, State and Local Shares

##### Line 8 – Federal Share

Column 2 - Title XIX MA Eligibility  
Column 3 - Title XIX Family Planning  
Column 4 - Title XIX Personal Care  
Column 6 - Working Disabled

##### Line 12 – State Share

Column 2 - Title XIX MA Eligibility  
Column 3 - Title XIX Family Planning  
Column 4 - Title XIX Personal Care  
Column 6 - Working Disabled

##### Line 13 – Local Share

Column 2 - Title XIX MA Eligibility  
Column 3 - Title XIX Family Planning  
Column 4 - Title XIX Personal Care

#### Section II – A- Central Services Costs

##### Line 8 – Federal Share

Column 2 - Title XIX MA Eligibility  
Column 3 - Title XIX Family Planning  
Column 4 - Title XIX Personal Care  
Column 6 - Working Disabled

##### Line 10 – Total Local Share

Column 2 - Title XIX MA Eligibility  
Column 3 - Title XIX Family Planning  
Column 4 - Title XIX Personal Care  
Column 6 - Working Disabled

- Schedule D-5 Calculation of Medical Assistance Policy Planning/Administration Cost Shares (LDSS-2347-B3)
  - Section 1 – Calculation of Federal, State, and Local Shares of Administrative Costs
    - Line 8 – Total Federal Share
      - Column 2 – Family Planning
      - Column 3 – Planning/Administration
    - Line 10 – State Share
      - Column 2 – Family Planning
      - Column 3 – Planning/Administration
    - Line 11 – Local Share
      - Column 2 – Family Planning
      - Column 3 – Planning/Administration
  - Section 2 – Calculation of Central Services Costs
    - Line 4 – Federal Share
      - Column 2 – Family Planning
      - Column 3 – Planning/Administration
    - Line 5 – Local Share
      - Column 2 – Family Planning
      - Column 3 – Planning/Administration
  
- Schedule D-10 Claiming of Fraud & Abuse Administration Costs (LDSS 2347F)
  - Section 1 – Calculation of Shares of Administrative Costs
    - Line 7 – Federal Share
      - Column 5 – Medical Assistance
    - Line 9 – State Share
      - Column 5 – Medical Assistance
    - Line 10 – Local Share
      - Column 5 – Medical Assistance
  - Section 2 – Calculation of Shares for Central Services Costs
    - Line 7 – Federal Share
      - Column 5 – Medical Assistance
    - Line 8 – Local Share
      - Column 5 – Medical Assistance
  
- Schedule D-6 Reimbursement Claim for Training (LDSS 2347-C)
  - Section 2 – Computation of Federal – State – Local Shares
    - Line 12 – Federal Share
      - Column 7 – Title XIX – MA-E/A
      - Column 8 – Title XIX – MA-PROF/Policy/ADM.
    - Line 17 – Total State Share
      - Column 7 – Title XIX – MA-E/A
      - Column 8 – Title XIX – MA-PROF/Policy/ADM.
    - Line 18 – Local Share
      - Column 7 – Title XIX – MA-E/A
      - Column 8 – Title XIX – MA-PROF/Policy/ADM.
  - Section 3 – Computation of Central Services Federal Share
    - Line 3 – Federal Share
      - Column 7 – Title XIX – MA-E/A
      - Column 8 – Title XIX – MA-PROF/Policy/ADM.
    - Line 4 – Local Share
      - Column 7 – Title XIX – MA-E/A
      - Column 8 – Title XIX – MA-PROF/Policy/ADM.

In order to be counted against the SFY 16-17 ceiling, original and supplemental claims for Medical Assistance administrative expenditures for effective dates of January 1, 2016 through December 31, 2016 and prior period claims must be final accepted in ACS by **February 1, 2017**. Claims accepted after this date will be counted against the SFY 17-18 ceiling.

The deadline for claiming SFY 15-16 State Medical Assistance administrative expenditures was extended from February 1, 2016 to February 8, 2016. Therefore, State Medical Assistance Administrative claims for SFY 16-17 shall be those final accepted in ACS beginning **February 9, 2016**.

Instructions for completing Schedules D-4, D-5, D-10 and D-6 are found in the Fiscal Reference Manual (FRM) Volume 3, chapters 11, 12, 16 and 13 available at:  
<http://otda.state.ny.net/bfdm/finance/docs/vol03.pdf>

Based on the claims final accepted in ACS through February 1, 2017, DOH will establish final expenditure totals for the federal and non-federal share of SSD administrative costs for each SSD for SFY 2016-17.

The New York State Division of the Budget shall finalize the cap amounts, and authorize payment for any amounts owed from the supplemental funding by March 1, 2017.

**Issued By**

**Name: Nancy Maney**

**Title: Director**

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