



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

SAMUEL D. ROBERTS  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

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| <b>Transmittal:</b>                 | 17-LCM-04  |
| <b>To:</b>                          | Social Services District Commissioners   |
| <b>Issuing Division/Office:</b>     | Integrated Family Assistance Programs / Employment and Income Support Programs   |
| <b>Date:</b>                        | May 22, 2017   |
| <b>Subject:</b>                     | 2017 New York State Summer Youth Employment Program Allocations  |
| <b>Contact Person(s):</b>           | Melissa Alexander (518) 473-3018, Melissa.Alexander@otda.ny.gov  |
| <b>Attachments:</b>                 | <a href="#">Attachment A-2017 SYEP Allocations</a><br><a href="#">Attachment B-2017 SYEP Local District Designation Form</a><br><a href="#">Attachment C-2017 SYEP Contact Information</a> |
| <b>Attachment Available Online:</b> | <input checked="" type="checkbox"/>  |

### Section 2

#### I. Purpose

The State Fiscal Year 2017-18 New York State Enacted Budget appropriates \$36 million in Temporary Assistance for Needy Families (TANF) funds to support the 2017 New York State Summer Youth Employment Program (SYEP). The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of their 2017 SYEP allocation, to provide general program guidance, and to request that each district make known to the Office of Temporary and Disability Assistance (OTDA) their decision concerning the administration of this summer’s program and the use of their allocation by no later than May 30, 2017.

#### II. Background

The SYEP is an important platform to introduce youth into the workforce, help them acquire skills that can be used to improve school performance and become responsible adults. Since many low-income youths face the prospect of a challenging transition to work or college, constructive workforce experiences can provide great benefits. In addition to the income it provides, experience in the workforce and interaction with working adults can help youth recognize the importance of educational achievement, and help expand their education and career goals.

Since 2005, OTDA has administered the SYEP and has allocated funds to each district to provide summer employment opportunities for youth throughout the State. Districts may opt to retain their allocation and use district mechanisms (i.e. direct administration, district contracts, transfer of funds between county agencies) to operate the program, or may assign funds to their local Workforce Development Board (WDB) to operate the program. Districts are also allowed to transfer a portion of their allocation to their Flexible Fund for Family Services (FFFS) plan for non-SYEP purposes, as long as the statewide minimum of \$33 million is used for the SYEP. Therefore, districts may transfer up to 8.3 percent of their 2017 SYEP funds to their FFFS plan.

### **III. Program Implications**

#### **A. Program Activities and Services**

The SYEP provides youth from low income households with employment opportunities during the summer months. To augment the work component of the SYEP, providers may include educational and/or career exploration activities which will better prepare youth as they continue their education and transition to the world of work. Allowable activities and services for the SYEP include: work subsidies for youth (payment to employer or third party); education and training; and supportive services such as transportation, counseling, and incentive payments. Agencies should make a concentrated effort to maximize the number of youth employed by this allocation and limit administrative and program staffing expenditures to those essential to program delivery. In accordance with Chapter 421 of the Laws of 2014, providers are required to include a financial literacy education program for teenagers and young adults as part of the 2017 SYEP. To comply with this statutory requirement, a financial literacy component must be in place for all SYEP participants.

Districts are encouraged to conduct outreach to SYEP participant families to help them access the range of programs and services available in New York to assist low-income families. Such programs include Temporary Assistance, tax credits and the Supplemental Nutrition Assistance Program (SNAP). More information regarding these and other resources for working families may be found on OTDA's website. Districts may also order myBenefits.ny.gov palm cards and Earned Income Tax Credit (EITC) brochures for dissemination to youth and their families. These and other helpful publications may be ordered on OTDA's website at: <http://otda.ny.gov/programs/publications/>.

Districts may want to consider holding an outreach event, and should coordinate with SNAP outreach providers and health insurance facilitated enrollers in their area to ensure comprehensive service delivery. If the district opts to assign all or a portion of their 2017 SYEP allocation to their WDB, they should assist program operators with providing this information to SYEP participants and their families. Districts are also encouraged to share information with youth and their families regarding the New York State Department of Health's (DOH) Prevention Agenda. Through this Agenda, DOH has established five statewide public health priority areas to improve the overall health of New Yorkers and to reduce health disparities among racial, ethnic, disability and socioeconomic groups. Focus areas for

intervention include chronic disease, mental health, substance abuse, and infectious diseases. More information regarding the Agenda may be found on DOH's website at: [https://www.health.ny.gov/prevention/prevention\\_agenda/2013-2017/index.htm](https://www.health.ny.gov/prevention/prevention_agenda/2013-2017/index.htm).

## B. Participant Eligibility

Eligible participants include youth ages 14 to 20 that are:

- Family Assistance (FA) recipients;
- Former FA recipients who have reached their 60-month limit on TANF and have transitioned to Safety Net (SN) Assistance; or
- Eligible under the 200% of federal poverty guidelines in accordance with [00-LCM-20](#).

Districts are encouraged to continue to make special efforts to ensure participation of high need youth, including disabled youth, youth in foster care, and runaway and homeless youth, among others. SYEP providers are encouraged to use the TANF Youth Services Application and Review Form ([LDSS-4770](#)) to document eligibility determinations for the SYEP participants eligible under 200% of federal poverty guidelines. A modified application may be used by providers if it captures all the information included on the Youth Services Application. Modified applications must be approved by OTDA. The 2017 SYEP Guidelines and Reporting Requirements released under separate cover contain additional information regarding eligibility requirements.

## C. Allocations

A total of \$36 million is available to support the 2017 SYEP. Districts will receive a base allocation equivalent to what they received in 2016. The increased funding of \$5 million will be distributed based on each district's share of 12 to 17-year-olds residing in households with income under 200% of the federal poverty level. District allocations are provided in Attachment A.

## IV. Claiming Instruction and Forms for Districts

For districts opting to assign all or a portion of their 2017 allocation to WDBs, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the SYEP allocation. Instances which may result in a payment due to OTDA include overpayment of claims or disallowances of claims resulting from audits performed by OTDA and other agencies. WDBs will have 30 days from the end of the program (September 29, 2017), or from the date of final notification of an audit finding, to repay OTDA. If OTDA is not successful in obtaining repayment from the WDB, the payment will be recouped through a bottom line adjustment on a district settlement. OTDA will keep the district's accounting office apprised of our attempts to reach a fiscal settlement with the WDB.

For 2017, SYEP payments will consist of three monthly advances of 15%, 35%, and 35% of the allocation for the months of June, July and August. The final 15% of the allocation will be paid as claims are submitted to substantiate payment.

Federal regulations define non-administrative (program) and administrative costs as follows:

- Non-Administrative (program) costs are the direct salaries and fringe benefit costs of the staff providing direct services; providing program information to clients; developing employability plans, providing work activities and work subsidies for eligible program participants; providing post-employment services and work supports; and performing case management services. Non-salary costs of staff performing work activities that are considered programmatic are also allowable program costs. Non-salary costs may include but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts whose main purpose is to provide services defined as program costs as above are considered program as well. Agencies should limit the amount of program costs necessary to operate the SYEP to maximize the amount of funds available to pay participant wages and the number of youth employed through the program.
- Administrative costs are the salaries, fringe benefits, and non-salary costs of staff performing activities related to eligibility determinations; preparing program plans, budgets and schedules; monitoring programs and projects; performing procurement activities; providing public relations; performing accounting, legal, payroll and personnel activities; providing management of property; and preparing reports and other documents. OTDA has set a 15% spending limitation on administrative costs.

Consistent with the definition at 45 CFR 260.31(b) (2) and at 45 CFR 286.10(b) (2), work subsidies means payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; and includes all expenditures related to operating a subsidized employment program, including the costs of overseeing the program, developing work sites, and providing training to participants.

Project expenditures for the 2017 SYEP must be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs and reported on Schedule D in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label "SYEP SSD 2017" on the [LDSS-4975](#) "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs".

Salary and non-salary costs of staff may be direct charged on the RF17 claim package or may be identified by time study. Non-salary administrative costs are reported with the appropriate object of expense(s) on the [LDSS-923B](#) Summary-Administrative (page 1) "Schedule of Payment for Expenses Other Than Salaries for Other Reimbursable Programs." Any client-related program costs should be reported as object of expense 19.5 – Work Subsidies for Training on the LDSS-923B Summary-Program (page 2) "Schedule of Payments for Expenses Other than Salaries for Other Reimbursable Programs." Staff working part-time on the SYEP must maintain time studies to support the portion of their salary costs being charged to the SYEP. Non-salary administrative costs are reported with the appropriate object of expense(s) on the [LDSS-923B](#)

Summary-Administrative (page 1) “Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.” Any client-related program costs should be reported as object of expense 19.5 – Work Subsidies for Training on the LDSS-923B Summary-Program (page 2) “Schedule of Payment for Expenses Other Than Salaries for Other Reimbursable Programs”.

Total project costs and shares should be reported on the [LDSS-4975](#) “Monthly Statement of Special Project Claims Federal and State Aid (RF17)”.

Administrative costs may be claimed up to 15% of the amount allocated to your district for the 2017 SYEP. Any administrative costs in excess of the 15% limit should be claimed on the Schedule D3 “Allocation and Claiming for Administrative Costs for Employment Programs” ([LDSS-2347-B1](#)).

The 2017 SYEP claims must be for services provided during the period May 1, 2017 through September 29, 2017. Expenditures for such services must be made by October 31, 2017, and claims for these expenditures must be “Final Accepted” in the Automated Claiming System (ACS) no later than December 29, 2017.

Further instruction for completing the time studies, Schedule D, Schedule D-3, and RF17 claim package are found in Chapters 7, 10 and 18 of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at: <http://otda.state.ny.net/bfdm/finance>.

### **Claiming Contacts:**

Claiming Questions (Upstate): Dan Stuhlman, (518) 474-7549 or via email at: [Dan.Stuhlman@otda.ny.gov](mailto:Dan.Stuhlman@otda.ny.gov)

Claiming Questions (Downstate): Michael Simon, (212) 961-8250 or via email at: [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

## **V. Necessary Action**

Each district must complete the following forms:

- SYEP District Designation Form (Attachment B) to indicate if funds need to be transferred to the district’s FFFS plan and whether New York State SYEP funds will be retained by the district or assigned to the local WDB.
- SYEP Contact Information Form (Attachment C) to indicate the primary SYEP administrator (district or WDB) and the SYEP program operator(s), if this is an entity other than the administrator.

**By May 30, 2017**, send the completed forms to:

**Melissa Alexander**  
**New York State Office of Temporary and Disability Assistance**  
**Employment and Income Support Programs**  
**40 North Pearl Street – 11D**  
**Albany, New York 12243 or**  
**[Melissa.Alexander@otda.ny.gov](mailto:Melissa.Alexander@otda.ny.gov)**  
**(518) 486-7650 (fax)**

For those districts opting to assign funds to the local WDB, the appropriate WDB will be notified of the amount of funds available to serve participants from each respective county within their Local Workforce Investment Area. Local WDBs that will operate the 2017 New York State SYEP will receive program guidelines, including the necessary claim forms and claiming instructions, under a separate letter. If opting to assign SYEP funds to the local WDB, the district and the WDB are expected to work closely to develop appropriate referral mechanisms to serve high need youth, including youth in foster care, disabled youth, and runaway and homeless youth.

**It is extremely important that the forms be submitted by the required due date of May 30, 2017.**

**Issued By**

**Name: Barbara C. Guinn**  
**Title: Executive Deputy Commissioner**