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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-44

Date: March 10, 1992

Division: Administration

TO: Local District Commissioners

SUBJECT: Delay in Implementation of Administrative Claims for the
Victims of Domestic Violence

ATTACHMENTS: Attachment I - "D" Series Disk Reply Form - on line

The purpose of this release is two fold.

First there will be a delay in the implementation of the planned revision to the Schedule D-2- Allocation for Claiming of General Services Expenditures (DSS-2347-B) in the Automated Claiming System (ACS). This revision is to provide a mechanism for reporting administrative expenditures made for victims of domestic violence and to identify these costs for the available additional state funding when the local social services district exceeds its Title XX allocation.

The ACS change will not be ready until the April 1992 claim submission due in Albany by May 20th.

The revised Schedule D-2 will only impact those districts that have a Social Services Reporting Requirements percentage (or a Random Moment Study percentage for New York City) for the Victims of Domestic Violence (VDV) category. Therefore, in those districts that have an established percentage for (VDV) identified in SSRR/RMS% the State will manually track your January-March 1992 expenditures and VDV SSRR/RMS% to ensure your district receives the proper reimbursement. Some districts have directly identifiable costs (e.g. contract for hotline services) that would be claimed on the Identified Costs Line 2 of the Schedule D-2. The expenditures for these costs should not be claimed until their April, 1992 original claim submission.

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The second issue deals with the "D" series diskette. We are revising the current "D" series diskette to include the Victims of Domestic Violence as part of the Schedule D-2. Several local districts have requested that the diskette be provided in a 3½" format rather than the 5¼" disk format. We will send 3½" disks to any district that requests them on the attached form. Please complete and return this survey form by March 20, 1992 to the address indicated on the attached form.

Please understand that the diskette is in Lotus and will not be available in any other format.

Any questions concerning this memorandum should be directed to Douglas Thompson at 1-800-342-3715, extension 3-1908.

Nelson Weinstock
Deputy Commissioner
for Administration

ATTACHMENT I

"D" SERIES DISK REPLY FORM

Reply to: Richard Radzynski
Director
Bureau of Local Financial Operations
Office of Financial Management
40 North Pearl St. 8-C
Albany, NY 12243

County: _____

We would like to receive the 3½" disk for the "D" series disk.

(Check Box) +--+
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Comments:

Contact Person: _____

Telephone #: _____