```
+-------------------------------------------+
¦        LOCAL COMMISSIONERS MEMORANDUM      ¦
+-------------------------------------------+
```
DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-85

Date: July 16, 1993

Division: Management Support
           and Quality
           Improvement

TO: Local District Commissioners

SUBJECT: Claiming of Administrative Costs Associated
           with Security Measures and DeAllaume v. Perales

ATTACHMENTS: Instructions for Reporting Security Costs
              Security Worksheet I For Costs Assigned to Overhead
              Security Worksheet II For Costs Assigned to Specific
              Functions; Attachment I - Costs of Security Measures
              Attachment II - DeAllaume Cost (Available On-Line)

As indicated during State Fiscal Year 93-94 Executive Budget presentations,
the cost of local district security measures initially incurred from
10/15/92 to 12/31/93 and those costs attributable to implementing the
DeAllaume v. Perales retroactive payment process will be exempt from the 93-
94 cap on State administrative reimbursement. The purpose of this LCM is to
provide a mechanism for local districts to report these costs, since such
costs are not separately identifiable on reimbursement claim forms.

All security costs incurred, for the first time, from 10/15/92 to 12/31/93
are eligible for consideration for exemption, including those purchased or
incurred through a cooperative agreement. Local districts with new security
costs which will exceed $100,000 (gross) for this time period must submit an
expenditure plan for prior approval prior to consideration for exemption.
Expenditure plans should provide sufficient detail to allow for review by
State staff and should be submitted to the Bureau of Local Financial
Operations (Attn: Roland Levie). Local districts may report security costs
on Attachment I for these claims (commencing on 10/15/92).   These costs can
be reported quarterly or yearly.   When these worksheets are received,   the
approved dollar amounts will be deducted from the expenditures applied to
the administrative cap. If a local district opts not to utilize this
procedure, security costs may be included in the plan for areas exempt from
the administrative cap.

Date: July 16, 1993

Trans. No. 93 LCM-85   Page No. 2

Expenditures related to the DeAllaume v. Perales retroactive payment process (93-ADM-5) are also exempt from the State cap on administration. Attachment II should be used to report these costs. Similar to TASA (89-LCM-210) and Security Costs, DeAllaume administrative expenditures may be submitted quarterly or yearly for exclusion from those expenditures applied toward the cap on administration. These costs may be included in a district's plan for exemption to the cap, if the procedure detailed herein is not utilized. Neither TASA, Security Measures nor DeAllaume administrative expenditures may be included in both options.

Local districts have the option of reporting these costs on a quarterly or yearly basis. ALL WORKSHEETS MUST BE SUBMITTED NO LATER THAN FEBRUARY 18, 1994. NO EXTENSIONS WILL BE GRANTED. This deadline is required in order to permit sufficient time to complete the State Fiscal Year 93-94 closeout. If this submission date is not met, local districts may still include these costs in their plans for exemption to the State cap on administration. The completed worksheets should be returned to the following address:

> Bureau of Local Financial Operations
> Office of Financial Management - 8th Floor
> NYS Department of Social Services
> 40 North Pearl Street
> Albany, NY 12243

Any questions concerning this LCM should be directed to Roland Levie (Upstate) at 1-800-342-3715, extension 4-7549 or Marvin Gold (Metropolitan) at (212) 383-1733.

William Gould
Director of Field Operations

John M. Sweeney
Assistant Commissioner
Office of Financial Management

Date: July 16, 1993

Trans. No. 93 LCM-85   Page No.   3

_____

LOCAL DISTRICT INSTRUCTIONS FOR REPORTING SECURITY COSTS

Local districts may incur new costs for security measures by hiring staff, purchasing equipment to enhance security, or contracting with a private agency or another governmental unit. For claiming purposes, the costs may be directly charged to specific functions, placed into an overhead category and then distributed to functions, or included as part of the Maintenance In-Lieu-of Rent costs (for capital improvements). The attached worksheets should be used to calculate the State share of security costs. The worksheets that apply depend upon the claiming methodology used by the district.

Results from the worksheet(s) should be summarized and carried forwarded to Attachment I. Attachment I must be signed and submitted along with the worksheets for the costs to be exempted from the cap. Districts may submit the attachment and worksheets quarterly or wait until after the end of the calendar year. Please be reminded that only newly incurred security costs (those incurred for the first time from 10/15/92 to 12/31/93) may be presented for exclusion from the cap. Security costs existing prior to 10/15/92 are considered part of the base year expenditures and are not eligible for exclusion.

Date: July 16, 1993

Trans. No. 93 LCM-85   Page No. 4

Security Worksheet I - For security costs assigned to overall or
administrative overhead (F20 or F40)

Accumulate the costs for the quarter and/or entire time period related to
security - Note: one or more of the following may apply:

       Salaries   _____

       Fringe Benefits (FB% applied)   _____

       Non Salary Costs Directly

        Attributable to Security   _____

       Contractual Costs (private

        or governmental)   _____

       Overhead Costs (Salary or

        Non-Salary)

        - based on percent of security

          Staff divided by total

       F20 or F40 staff x overhead

         amount on Schedule D <u>after</u>

         <u>subtracting security costs</u>

         <u>listed above</u>   _____

       TOTAL $_____

Total Cost are then distributed to functions - Determine the costs
attributable to the administrative cap functions.

Total Security Costs x Function % x State share % as follows:

_____ (Total costs from above) x F-1% _____ (line 9 or 10 column 1
Schedule D) x _____% (Schedule D-1 line 12 col. 1 ÷ line 9 col 1) =_____

_____ (Total costs from above) x F-4% _____ (line 9 or 10 column 4
Schedule D) x _____% (Schedule D-4 line 11 col. 1 ÷ line 1 col 1) =_____

_____ (Total costs from above) x F-7% _____ (line 9 or 10 column 7
Schedule D) x _____% (Schedule D-7 line 11 col. 1 ÷ line 8 col 1) =_____

_____ (Total costs from above) x F-10% _____ (line 9 or 10 column 9
Schedule D) x _____% (Schedule D-10 line 9 col. 1 ÷ line 6 col 1) =_____

TOTAL STATE SHARE   _____

Date: July 16, 1993

Trans. No. 93 LCM-85   Page No. 5

Security Worksheet II - for either salary and/or non-salary costs directly identified to specific functions

	Salary	Fringe Benefits	Non Salary	* Overhead	TOTAL
F-1	_____	_____	_____	_____	_____
F-4	_____	_____	_____	_____	_____
F-7	_____	_____	_____	_____	_____
F-10	_____	_____	_____	_____	_____

* Salary and non-salary (based on percent of security staff divided by total staff in function x net overhead allocated to functions on Schedule D).

Net OH assigned to direct function on Schedule D is the total OH assigned to direct function less security OH identified to function on Worksheet I (i.e. Worksheet I total costs x function %'s taken from line 9 or 10, cols. of the Schedule D.)

To determine State share of security costs assigned to functions, calculate as follows:

_____ (Total F-1 amount above) x ____% (from Schedule D-1 line 12 col 1 ÷ line 9 col 1) = _____

_____ (Total F-4 amount above) x ____% (from Schedule D-4 line 11 col 1 ÷ line 1 col 1) = _____

_____ (Total F-7 amount above) x ____% (from Schedule D-7 line 11 col 1 ÷ line 8 col 1) = _____

_____ (Total F-10 amount above) x ____% (from Schedule D-10 line 9 col 1 ÷ line 6 col 1) = _____

TOTAL STATE SHARE   _____

Date: July 16, 1993

Trans. No. 93 LCM-85   Page No. 6

ATTACHMENT I

DISTRICT _____
TIME PERIOD _____

COSTS OF SECURITY MEASURES

Costs Assigned to DSS Administrative Overhead   _____

Directly Identified Salary, Fringe Benefits,
  and/or Non-Salary Costs   _____

TOTAL STATE SHARE SECURITY COSTS $ _____

Submitted by: _____
                     Name

                     _____
                     Title

Date: _____

Date: July 16, 1993

Trans. No. 93 LCM-85   Page No.   7

ATTACHMENT II

DISTRICT   _____
TIME PERIOD _____

DeAllaume v. Perales

Salary and fringe benefits attributable to DeAllaume effort   _____

Non-salary costs directly identified   _____

Overhead (salary & non-salary) based on percent of FTE staff
  for DeAllaume divided by total F-1 staff x overhead allocated
  to F-1 on Schedule D   _____

Total costs DeAllaume   _____

State Share

    Costs above _____ x _____% from Schedule D-1
                     (line 12 col 1 ÷ line 9 col 1) =   _____

Submitted by: _____
                Name

                _____
                Title

       Date: _____