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

Transmittal No: 95 LCM-88

Date: August 2, 1995

Division: Management Support
& Quality
Improvement

TO: Local District Commissioners

SUBJECT: Claiming instructions for the Finger Imaging Demonstration
Project

ATTACHMENTS: None

I. Background

Effective April 1, 1994 Social Services Law (SSL) Section 139-a(3) was amended by Section 446 of Chapter 170 of the Laws of 1994 to require twelve specified social services districts to participate in demonstration projects to determine the cost-effectiveness of using an automated two-digit finger imaging matching identification system to prevent multiple enrollment of Home Relief (HR) benefit applicants and/or recipients. The Department, through Commissioner Dowling's letter of July 8, 1994, notified districts other than the specified twelve that they also could participate in the demonstration project.

The Division of Economic Security has issued Administrative Directive 95 ADM-10 entitled "The Automated Finger Imaging System (AFIS) for Home Relief." This directive details the procedures the districts must follow to participate in this demonstration project. As part of these procedures, all districts taking part will be required to submit, for prior approval, a plan that describes the policies and procedures it will use for AFIS. The plan will be reviewed by the Department and approved only if it satisfactorily fulfills the requirements prescribed by law and the Department regulations. The plan must be completed in accordance with the instructions in 95 ADM-10 and sent to:

New York State Department of Social Services
Quality Assurance and Audit
Case Integrity Unit
40 North Pearl Street
Albany, NY 12243

Please note that the costs associated with this project are exempt from the cap on State share administrative reimbursement after the submitted plan has been approved by the Department.

II. State Fiscal Year 1995-1996

The recently enacted State Budget for State Fiscal Year 1995-96 contains a provision (Section 164) that will establish a statewide finger imaging program for Home Relief and ADC applicants and recipients. Effective with State budget enactment (June 1995), the demonstration project enhanced funding ended and all local social services districts were required to participate in AFIS. Before this Department can establish a statewide program for ADC clients we must amend our State Plan on file with the Federal Government and also amend Departmental regulations. When the statewide program is enacted, this Department will provide additional claiming instructions for the ADC portion of the program. Please note that there are no finger imaging requirements for MA-Only applicants/recipients at this time.

III. Claiming Instructions

The following claiming instructions are to be used by all local social services districts who took part in the Finger Imaging Demonstration Project during the period of April 1, 1994 through May 31, 1995.

Those local districts that took part in this project were divided into two groups with different funding levels from the State.

The first group was the twelve specified social services districts participating in a demonstration project to determine the cost-effectiveness of using an automated two-digit finger imaging matching identification system to prevent multiple enrollment of Home Relief (HR) benefit applicants and/or recipients. These twelve districts will have their costs for this project pursuant to an approved expenditure plan reimbursed at 100% State share (except for associated A-87 costs), for the period of expenditures through May 1995. Effective with June 1995 costs are reimbursed at 50% State share (except for A-87 costs).

Any of the remaining local districts who decided to become part of this demonstration project are the second grouping. These districts were identified as the non-demonstration districts and their costs for this project pursuant to an approved expenditure plan will be reimbursed at the level of 50% State share (except for associated A-87 costs which are 100% local share) and 50% local share.

Please note that because this project involves HR applicants/recipients only, there is no Federal funding available. Also, any related A-87 costs for local district staff are not reimbursable from this allocation.

The expenditures for local district staff working on the finger imaging project will be claimed for reimbursement solely on the DSS-3922. These expenditures and associated overhead costs should be reported in the first instance on the Schedule D-17-Distribution of Allocated Costs to Other Reimbursable Programs (DSS-3274) as F-17 functional costs. These costs should be identified on the Schedule D-17 as "AFIS" expenditures. Local districts, when calculating the reimbursement shares on the Schedule D-17 must record only a local share for any A-87 costs reported for staff expenditures.

The expenditures reported on the Schedule D-17 will be carried forward to the DSS-3922 for reimbursement. For the time period of April 1, 1994 through May 31, 1995 the twelve demonstration districts will report all expenditures (except A-87) as 100% State share. Non-demonstration districts for the same period will report their expenditures as 50% State share (except A-87). All expenditures made for this program for all districts after June 1, 1995 are to be reported as 50% State share (except A-87 costs).

Claims for reimbursement should be submitted on a monthly basis to the Bureau of Local Financial Operations, New York State Department of Social Services, 40 North Pearl Street, 8th Floor, Albany, NY 12243. Local districts will not be able to claim reimbursement until their expenditure plan is approved.

The Department will be paying the selected statewide contractor for this program in the first instance. All districts will be charged back their respective local share of the costs of the contract. The chargeback will be taken on the settlement of the last month of the quarter for the contractor costs paid for the previous three months. For example on the June 1995 settlement completed in September 1995 the chargeback will cover the costs for June 1995 thru August 1995.

Any questions on fiscal matters can be directed to:

Roland Levie - Regions I-IV at 1-800-343-8859, ext. 4-7549, User ID FMS001 and Marvin Gold - Region V at (212) 383-1733, User ID OFM270.

Any questions on the required staffing plan submittal (as referenced in 95 ADM-10) can be directed to: Joe Hazard at 1-800-343-8859, ext. 432-8216, User ID 90B162.

Stephanie O'Connell
Acting Director
Office of Financial Management