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

Transmittal No: 98 LCM-37

Date: July 24, 1998

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: Expansion of the Child Assistance Program (CAP)

ATTACHMENTS: Attachment 1: Child Assistance Program Contacts -
available on-line
Attachment 2: Administrative Budget Format - available
on-line
Attachment 3: Comparison of CAP vs. Family Assistance -
available on-line

INTRODUCTION

Pursuant to the Welfare Reform Act of 1997, all local districts may, with the approval of the Office, now participate in the Child Assistance Program (CAP). This LCM outlines the steps that districts must take if they wish to implement a CAP program.

CAP is a cash benefit and supportive services program designed to foster the federal and State welfare reform goals of work and self-sufficiency. The Program is built on the premise that families in need should be doing everything within their power to reduce or eliminate their need for cash assistance. The Program provides local districts with an additional tool and enhanced administrative reimbursement to address many of the problems that make it difficult for recipients to become self-sufficient.

CAP DESIGN

CAP offers a proven program structure -- intensive case management coupled with an eligibility and benefit methodology designed to promote recipient self-sufficiency and reduce the chances of public assistance recidivism. CAP has a key goal that, within 12-18 months of enrollment, participants will be employed full-time with earnings sufficient to provide for themselves and their families. The Program can be extremely helpful in working with potential long term FA recipients.

CAP is currently operating in 19 counties in New York State. See Attachment 1 for local district contacts.

CRITERIA FOR BECOMING A CAP COUNTY

Any district that would like to participate in CAP must submit a CAP proposal to the Office. The purpose of the proposal is twofold. First, the Office wishes to ensure that all districts requesting to join the Program have a complete understanding of CAP's philosophy and design. Please note that districts will be given latitude to propose specific design options that fit their local agency. Second, there is a limited amount of funding available for CAP expansion in the SFY 98-99 budget and, depending on the number of districts applying, the Office may have to allocate this money by a ranking or selection of best proposals and/or a staggered implementation schedule.

The proposal to be completed should be limited to ten pages and should include the following:

1. Demonstration of an understanding of the goals and philosophy of CAP.

Districts must indicate in their narrative that they have a clear understanding of the philosophy and goals of CAP. Districts are encouraged to contact and visit current CAP sites. Such visits and/or contacts will help demonstrate that districts have this understanding.

2. Agency Commitment

Successful implementation of CAP requires the coordination and active commitment of a number of internal units within a local agency. Each unit must respond to the challenge of providing services, which may be beyond the scope of its current duties, to enable the CAP unit to perform effectively. To demonstrate this level of commitment, proposals should ensure that:

- CAP will be an agency priority, and management will be committed to the success of the Program;
- The agency will commit a top level manager to be responsible for implementation of the Program. The manager should have sufficient authority to ensure that the actions required of various units throughout the agency will be carried out;
- The agency is willing to establish an implementation team that will be responsible for the start-up of the Program (the make up of the implementation team should include, but not be limited to, representatives from Income Maintenance, Child Support, Employment, Staff Development and be included in the proposal).
- The agency has prepared a draft project workplan detailing major activities and time frames for completion; and

- Each internal unit, including Temporary Assistance, Employment, Child Support and Child Care, is capable of providing the necessary support to implement and maintain CAP.

3. Organizational Structure

Experience with the CAP districts has shown that the most effective organizational structures contain some or all of the following elements:

- The CAP site is located in a non-welfare like office setting;
- The office has extended hours;
- The site is staffed with an on-site CAP coordinator with strong managerial skills;
- The CAP coordinator reports to a senior manager who is able to ensure the resources/actions of other units;
- Case managers have undercare caseloads of no more than 75. This size caseload takes into consideration the other activities case managers must perform, including outreach and working with CAP aspirants (an aspirant is a FA recipient trying to enter CAP) to remove barriers to participation;
- Case managers and supervisors have significant and recent experience working with public assistance cases; and
- The CAP unit includes an on-site job developer and Child Support worker dedicated to working with CAP participants and aspirants.

4. Administrative Budget

As part of the CAP proposal, districts are requested to submit an administrative budget, including personnel and non-personnel costs, for 12 months, i.e., January - December 1999. A budget summary sheet is included as Attachment 2. On this summary, districts can list, by object of expense, their proposed budget costs. Districts should also attach a short budget narrative that describes how each expense has been estimated. For example, personnel costs should be estimated by listing all personnel by position, title, annual salary (including fringe benefits costs) and the length of time during the program year that the position will be filled.

The approval of local CAP budgets will be made pursuant to an Office review of all district submissions. Those districts submitting the best proposals will be given primary consideration in the allocation of funding. Districts approved under this round of CAP expansion will receive 100 percent reimbursement for their approved administrative costs. Please note that districts must assume 20 percent of the non-federal share (10 percent of total administrative costs) beginning with April 1999 administrative claims. The local share will increase by an additional 5 percent in each subsequent year until the normal local share of 25 percent is reached in 2002.

5. In-Kind Contributions

The Office will give preference to those districts that demonstrate their commitment to CAP by providing in-kind financial contributions beyond the required local share noted above. Examples of this kind of contribution include, but are not limited to, the dedication of staff at normal reimbursement percentages, the provision of office space, equipment, etc.

SUBMISSION OF PLANS AND TIMETABLES

A local district may submit a CAP proposal at any time. However, in order to be considered for a share of the SFY 1998-1999 expansion monies, the district must submit a CAP plan by September 15, 1998. A decision will be made on district proposals no later than October 15, 1998. CAP implementation could begin as early as November 1, 1998.

ADDITIONAL INFORMATION

Assistance is available from the Division of Temporary Assistance to all local districts considering submitting a CAP proposal. To request assistance, please contact your Regional Team representative.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance

CHILD ASSISTANCE PROGRAM CONTACTS

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
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NYS Office of Temporary & Disability Assistance 40 North Pearl Street Albany, NY 12243 FAX: (518) 474-9347	Mike Warner (518) 474-9307	Gene Reilly (518) 474-2342 Tim Ryan (518) 474-8905 Emily Navarra (518) 474-8936
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Albany County CAP 51 S. Pearl Street Pepsi Arena Albany, NY 12207 FAX: (518) 447-7747	Kathy Farnsworth (518) 447-3077	Linda Testa Case Manager, Supervisor (518) 447-3076 Dave Whalen Child Support Investigator (518) 447-3053 Jackie Pope Case Manager, Supervisor (518) 447-3078
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Allegany County CAP PO Box 58 84 1/2 Schuyler Street Belmont, NY 14813 FAX: (716) 268-5518	Jody Feness (716) 268-5068	Jeannette Kaiser Case Manager (716) 268-5068 Kim Gayhart Case Manager (716) 268-5068
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Broome County CAP 435 W. State Street Binghamton, NY 13901 FAX: (607) 778-3087	Maria Cingranelli (607) 778-3086	Beverly Sondej Supervisor (607) 778-3078 Tom Fron Sr. Support Investigator (607) 778-3077 F. Walton Roper Job Developer (607) 778-3076 Jeanne Schmidt Receptionist (607) 778-3075
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Chautauqua County CAP Liberty Square Building 335 Central Avenue Dunkirk, NY 14048 FAX: (716) 753-4444	Kirk Maurer (716) 753-4884	Pat Thomas Child Support Investigator (716) 664-0993

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
Erie County CAP PO Box 120 Buffalo, NY 14201 FAX: (716) 853-3924	Molly McGirr (716) 853-5011	Kathleen Lavey Supervisor (716) 853-5015 Melinda Hrynyshyn Child Support Inv. (716) 853-5014
Herkimer County DSS 320 North Prospect Street Herkimer, NY 13350 FAX: (315) 866-2714	Irv Bunce (315) 867-1237	Chris Staring - Support (315) 867-1220 John James - Case Supervisor (315) 867-1220 Elaine Kaplan - Case Manager (315) 867-1229
Monroe County CAP 145 College Avenue Rochester, NY 14607 FAX: (716) 256-4512	Margaret Manley (716) 274-6649	Patricia Keith Supervising Examiner (716) 256-4502 Anne Perkins Supervising Examiner (716) 256-4854 Shelli Rose Child Support Inv. (716) 256-4851 Barbara Bloomer Job Developer (716) 256-4526
NYC CAP 12th Floor 26 Court Street Brooklyn, NY 11242 FAX: (718) 722-7596	Valerie Palmore (718) 722-7704	Marion Davis Administrative Assistant (718) 722-7475 James Street Job Developer (718) 722-7532 Tommy Fynch - Child Support Investigator (718) 722-7227 Sterling Singleton - Supervisor (718) 722-7234
Niagara County CAP James F. Trott Office Complex 1001 Eleventh Street Niagara Falls, NY 14301 FAX: (716) 278-8142	Viola Bieniecki (716) 278-8204	Pat Judd Director of Eligibility (716) 278-6801/439-7613 Tom DeRosa Job Developer (716) 278-8144

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
Oneida County CAP 800 Charlotte Street Utica, NY 13501 FAX: (315) 724-0089	Hilda Santiago (315) 798-5294	Karen Freedman Supervisor (315) 798-5294 Robyn Hovey Child Support Investigator (315) 724-6859 Joe Stanek Job Developer (315) 724-8815
Onondaga County CAP 523 Erie Boulevard West Syracuse, NY 13204 FAX: (315) 435-5061	Annette Krisak Post Employment Director (315) 435-5070	Candy Kohanski Supervisor (315) 435-5070 Nick Moro Child Support Investigator (315) 435-5070
Oswego County CAP 100 Spring Street Mexico, NY 13114 FAX: (315) 963-5538	Chris Weaver (315) 963-5513	JoAnn LaTulip (315) 342-3905 Kathy Casella (315) 963-5294
Rensselaer County CAP 1801 6th Avenue Troy, NY 12180 FAX: (518) 283-7884	Grace Owens (518) 270-3949	Carmella Sourdifff - Examiner (518) 270-3950 Matt Herman - Examiner (518) 270-3950
Rockland County CAP 10 Waldron Avenue Nyack, NY 10960 FAX: (914) 358-2096	Theresa Lamb (914) 364-3099	Carol Gannett Child Support Investigator (914) 358-0114 Ellen Barr Job Developer (914) 358-0114/364-3131 Howard Hudson (914) 364-3131
St. Lawrence County CAP 5 Pearl Street Canton, NY 13617 FAX: (315) 379-2449	Marlene Brabaw (315) 379-2451	William Lauber Job Developer (315) 379-2456 Kay Hutchins Child Support Investigator (315) 379-2453

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
----- Schenectady County DSS 330 State Street Schenectady, NY 12305 FAX: (518) 346-6105	Christine Monte (518) 346-4140	Peggy Manilenko - Receptionist (518) 346-4140 Lisa Levielle - Sr. Examiner Sandra Rohloff - Examiner Lauren Daley - Examiner Mary Strait - Child Support
----- Suffolk County CAP 395 Oser Avenue PO Box 18100 Hauppauge, NY 11788-8900 FAX: (516) 853-3873	Sue Rosen (516) 853-3868	Rosemary Logan Child Support Inv. (516) 853-3892
----- Tompkins County CAP 320 W. State Street Ithaca, NY 14850 FAX: (607) 274-5247	Becky Bush (607) 274-5337	
----- Ulster County CAP 1021 Development Court Kingston, NY 12401 FAX: (914) 340-3941	Linda Valenchis (914) 334-5009	Kim Feith Case Manager (914) 334-5019 Marion Kelly Receptionist (914) 334-5010

Proposed Child Assistance Program (CAP)
Administrative Budget

DSS-3922 Line Reference	CAP PROGRAM YEAR: 1999 District: _____	Proposed Budget Amount
A-1	Budget Item	
A-2	Personnel	
A-3	Fringe Benefits	
A-4	Total PS	_____
B-5	Travel	
B-6	Equipment (e.g., furniture, lease agreements for copiers)	
B-7	Supplies	
B-9	Other (e.g., rent, util, postage, printing, phones, etc.)	
B-10	Total NPS	_____
E	Project Total	

Prepared by: _____

Title: _____

Phone: _____

Comparison of Child Assistance and Family Assistance Programs

CAPFA

- CAP is a flat grant and is provided on behalf of eligible children only. Custodial parent needs are to be met from his/her earnings from employment.
 - CAP participants receive an enhanced earned income disregard which disregards 10 cents for every dollar of earnings up to the poverty level and 67 cents for every dollar of earnings above the poverty level.
 - CAP participants must have four months of stable income resulting in zero benefits before their eligibility is terminated. Eligibility is lost at approximately 120% of poverty.
 - Custodial parent must demonstrate diligent effort to obtain support order.
 - Case Management is provided to all participants.
 - Number of cases per CAP Case Manager is limited in order to allow Manager to work more intensely with each CAP participant.
 - CAP is advantageous only when participants are working 20 or more hours. This negates the necessity for workfare assignments.
 - Participants are subject to all work rule requirements.
- FA is granted up to family size maximums based on item specific standard of need schedules (rent, fuel, energy, basic allowance).
 - Employed FA recipients receive a flat \$90 work expenses disregard and then 45% of their earnings after that.
 - FA recipients' benefits are terminated when their monthly income reaches approximately 100% of the poverty level.
 - Applicant/recipients must cooperate with child support enforcement.
 - Case management is not mandated.
 - Number of cases per worker varies as district caseload size varies.
 - FA recipients can meet participation by employment or by workfare assignments.
 - Participants are subject to all work rule requirements.

CAP

- Child care is provided via Child Care Block Grant funding.
- CAP participants lose MA eligibility when they exceed the FA eligibility guidelines. Transitional MA is available while CAP participants are still in receipt of small cash benefits.
- CAP districts receive enhanced administrative reimbursement through the year 2002.

FA

- Child care is provided via Child Care Block Grant funding.
- FA recipients are covered by MA until they lose FA eligibility. Transitional MA benefits are available after FA eligibility ceases.
- All districts are responsible for 25% of the FA administrative costs.