

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |  
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-22

Date: September 13, 1999

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). Chapter 53 of the Laws of 1999 provides an additional \$1 million for CAP expansion. This LCM outlines the steps that districts must take to implement a CAP program in their county.

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. CAP 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 Family Assistance (FA) recipients.

CAP is currently operating in 19 counties and New York City 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 99-00 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 Temporary Assistance, 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 an FA recipient trying to enter CAP) to remove barriers to participation;
- Case managers and supervisors have significant and recent experience working with temporary 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 must submit an administrative budget, including personnel and non-personnel costs, for 12 months (required to be January - December 2000). If CAP start-up begins after January 2000 the annual budget will be prorated. 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 30 percent of the non-federal share (15 percent of total administrative costs) beginning with April 2000 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 1999-2000 expansion monies, the district must submit a CAP plan by October 15, 1999. A decision will be made on district proposals no later than November 15, 1999. CAP implementation could begin as early as December 1, 1999.

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.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance

## CHILD ASSISTANCE PROGRAM CONTACTS

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
NYS Office of Temporary & Disability Assistance 40 North Pearl Street Albany, NY 12243 FAX: (518) 474-9347	Dale Peterson (518) 474-9307	
Albany County CAP 51 S. Pearl Street Pepsi Arena Albany, NY 12207 FAX: (518) 472-6923	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
Allegany County CAP PO Box 58 84 1/2 Schuyler Street Belmont, NY 14813 FAX: (716) 268-5518	Jeanette Kaiser (716) 268-5084	Jody Ralyea Case Manager (716) 268-5068 Kim Gayhart Case Manager (716) 268-5068
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
Chautauqua County CAP So. County Office Bldg. 110 East 4th Street 3rd Floor Jamestown, NY 14701 FAX: (716) 661-8225	Debbie Hutley (716) 661-8148	Pat Thomas Child Support Investigator (716) 661-8276

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
Erie County CAP 290 Main St., 10th Flr. Buffalo, NY 14202 FAX: (716) 858-1065	Molly McGirr (716) 858-1054	Kathleen Lavey Team Leader (716) 858-1058 Patricia DiVito Child Support Inv. (716) 858-1057
Herkimer County DSS 301 North Washington St. Herkimer, NY 13350 FAX: (315) 867-1388/1527	Irv Bunce (315) 867-1237	Chris Staring - Support (315) 867-1220 Sue Overholt - Case Supervisor (315) 867-1285 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 (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	Tom DeRosa Job Developer (716) 278-8144

<u>PROJECT</u>	<u>COORDINATOR</u>	<u>CONTACTS</u>
Oneida County CAP 209 Elizabeth Street 2nd Floor Utica, NY 13501 FAX: (315) 798-6494	Hilda Santiago (315) 798-3688	Karen Freedman Supervisor (315) 798-3691 Robyn Hovey Child Support Investigator (315) 798-3962 Joe Stanek Job Developer (315) 798-3693
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 200 N. Second Street Fulton, NY 13069 FAX: (315) 591-9047	Chris Weaver (315) 591-9040	JoAnn LaTulip (315) 963-5246 Kathy Casella (315) 963-5294
Rensselaer County CAP 1801 6th Avenue Troy, NY 12180 FAX: (518) 270-3938	Grace Owens (518) 270-8630	Carmella Sourdiff - Case Manager (518) 270-8627 Matt Herman - Job Developer (518) 270-8635
Rockland County CAP 10 Waldron Avenue Nyack, NY 10960 FAX: (914) 358-2096	Tom Rooney (914) 358-0114	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 CAP 330 State Street Schenectady, NY 12305 FAX: (518) 346-6105	Lisa Levielle (518) 346-4140	Peggy Manilenko - Receptionist (518) 346-4140 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	Marie Ott (516) 853-3628	
Tompkins County CAP 320 W. State Street Ithaca, NY 14850 FAX: (607) 274-5247	David Chase (607) 274-5235	Linda Minges - Case Manager (607) 274-5036 Roberta Steve - Case Manager (607) 274-5035
Ulster County CAP 1021 Development Court Kingston, NY 12401 FAX: (914) 340-3941	Dorine Shuman Supervisor (914) 334-5022	Amy Tiano Receptionist (914) 334-5010
Westchester County CAP County Office Bldg. #12 112 East Post Road White Plains, NY 10601	Bonnie Kamm (914) 285-5421	



Proposed Child Assistance Program (CAP)  
 Administrative Budget

CAP PROGRAM YEAR: 2000		Proposed Budget
DSS-3922		Amount
Line		
Reference	District: _____	
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: \_\_\_\_\_

The format of this sheet is based on the DSS-3922 "Financial Summary for Special Projects" claim form. For budgeting purposes, fields B-4 "Consultants", B-8 "Contractual Services", C "Other Expenses", and D "Indirect Charges" from the DSS-3922 are not included. As noted in the claiming instructions contained in 97 ADM-24: "Note: There will be no enhanced reimbursement for Other Expenses or Indirect Charges for this program." Local districts will receive regular reimbursements for these costs on the Schedule D-1 "Claiming of Eligibility/Income Maintenance Expenditures" (DSS-2347-A). In the context of the DSS-3922 format, C "Other Expenses" refers to programmatic expenditures made to or on behalf of clients.

## 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 1989 poverty level and 67 cents for every dollar of earnings above the 1989 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 110 to 125% of the 1999 poverty level.
- 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 each Case Manager to work more intensely with each CAP participant.
- CAP is advantageous only when participants are working 20 or more hours. This often 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 46% 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 and an additional 12 month MA guarantee are 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.