



**George E. Pataki**  
*Governor*

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**Robert Doar**  
*Commissioner*

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	04-LCM-03	
<b>To:</b>	Local District Commissioners	
<b>Issuing Division/Office:</b>	Temporary and Disability Assistance Office of Finance	
<b>Date:</b>	April 7, 2004	
<b>Subject:</b>	Submission of TANF Special Project Claims	
<b>Contact Person(s):</b>	Virginia Scala (Regions I-IV) 1-800-343-8859 ext 4-7549 or email Virginia.Scala@dfa.state.ny.us Michael Borenstein (Region V) 631-854-9704 or e-mail Michael.Borenstein@dfa.state.ny.us Marian Borenstein (Region VI) 212-961-8250 or e-mail Marian.Borenstein@dfa.state.ny.us	
<b>Attachments:</b>	None	
<b>Attachment Available On – Line:</b>	Not applicable	

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local social services districts of a June 30, 2004 deadline for the submission of TANF Special Project claims for expenditures through September 30, 2003 for the TANF projects listed below.

#### II. Background

Local districts are advised that claims for TANF Special projects for expenditures for the period October 1, 2002 - September 30, 2003 must be submitted to the OTDA Bureau of Financial Services or as applicable via the TRACS system by June 30, 2004. This claiming deadline is established in order to evaluate the status of spending for obligations established at the State level for the Federal Fiscal Year 2003.

As allocations are announced to local social services districts, OTDA reports those allocations on the TANF Federal Financial Report. Once an obligation is established the State has one year following the year of obligation to fully liquidate it. In order to determine the amount of Federal funds that will be liquidated, the State needs to have final claims in by June 30, 2004 for all expenditures made prior to September 30, 2003 even if the program continues past that date.

### III. Program Implications

Expenditures for the following projects made by local social services districts for the period October 1, 2002 - September 30, 2003 must be claimed to OTDA Bureau of Financial Services or entered and finalized into TRACS (including the number of families served) as noted below by June 30, 2004. Claims received after June 30, 2004 will not be accepted for expenditures made by September 30, 2003.

#### **LDSS 3922 and OTDA 4722:**

BILT

Board of Education –NYC only

Employment Agency Initiatives 1,2, and 3

NYWBG 2,2S,3 and 4

Solutions and Solutions 2,3, and 4

TANF Special initiatives

Work Experience Programs- NYC only

#### **TRACS:**

BG CY 2003

Domestic Violence Liaisons CY 2003

Drug/Alcohol CY 2003

Non-residential Domestic Violence 3

TANF Special Initiatives II

Transitional Opportunities Program II (TOP II\_)

This LCM does not affect a local social services district's ability to claim expenditures for periods subsequent to September 30, 2003; TANF funding will continue for any projects with end dates after 9/30/03.

**Issued By** \_\_\_\_\_

**Name:** Phil Maher

**Title:** Assistant Commissioner

**Division/Office:** Finance