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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-04
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Bureau of Financial Services
<b>Date:</b>	May 12, 2004
<b>Subject:</b>	Approvals of Revisions to Local District's Cost Allocation Plan
<b>Contact Person(s):</b>	Virginia Scala (Region 1-4) 1-800-343-8859, ext. 4-7549 or e-mail Virginia.Scala@dfa.state.ny.us Michael Borenstein (Region 5) (631) 854-9704 or e-mail Michael.Borenstein@dfa.state.ny.us Marian Borenstein (Region 6) (212) 961-8250 or e-mail Marian.Borenstein@dfa.state.ny.us
<b>Attachments:</b>	No
<b>Attachment Available On – Line:</b>	

### Section 2

#### I. Purpose

The purpose of this Local Commissioner's Memorandum is to remind the local districts that Volume 3 of the Fiscal Reference Manual (Volume 4 for New York City) is New York State's federally approved Cost Allocation Plan (CAP).

As such, any district reorganization or restructuring that results in the local districts operation no longer reflecting the approved CAP must be reviewed and approved by the United States Department of Health and Human Services. To obtain this federal approval the local district must file a proposed CAP amendment with a fiscal impact statement to the Finance Office of OTDA. The address is:

Bureau of Financial Services  
Office of Temporary and Disability Assistance  
40 N. Pearl Street, 14<sup>th</sup> Floor,  
Albany, New York 12243-0001.

#### II. Background

During August 2000, one of the local districts started an initiative to divide their Department of Social Services into two separate departments. These two departments became a Department of Children, Youth and Families and the Department of Social Services. Because these two departments no longer reflected the basis construed in the approved Cost Allocation Plan (Volume 3 of the FRM [Volume 4 for

New York City]) a plan amendment with a fiscal impact statement needed to be developed and submitted for approval to the Federal Department of Health and Human Services.

Staff from the Finance Office of OTDA and the county met and developed such a plan amendment and fiscal impact statement that was submitted to the Federal reviewers by a letter dated the end of June 2001.

The Federal Division of Cost Allocation (DCA) had a number of comments, questions and concerns about the submission. A number of meetings between Federal, State and County staff have successfully addressed all of the comments, questions and concerns. As a result, there were a number of revisions made to the original submission and this plan amendment was federally approved by DCA in a letter dated March 19, 2004. This federal approval is retroactive to April 1, 2001, the first day of the quarter that the amendment was filed.

### **III. Program Implications**

Those local social services districts planning on local reorganizations or other changes that would affect our local district approved cost allocation plan must contact the Bureau of Financial Services in the Office of Temporary and Disability Assistance for guidance on submitting a plan amendment. Please note that obtaining federal approval on a plan amendment can take some time (almost three years for the case cited above), so the sooner you contact us the better.

**Issued By:** *Michael K. Normile*

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**Title:** Acting Director

**Division/Office:** Office of Budget, Finance and Data Management