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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
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Robert Doar
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	05-LCM-03	
To:	Local District Commissioners	
Issuing Division/Office:	Office of Budget, Finance, and Data Management	
Date:	February 17, 2005	
Subject:	Submission of RF Certifications	
Contact Person(s):	Virginia Scala (Regions I-IV) 518-474-7549 Michael Borenstein (Region V) 631-854-9704 Marian Borenstein (Region VI) 212-961-8250	
Attachments:	None	
Attachment Available On – Line:	Not Applicable	

Section 2

I. Purpose

The purpose of this LCM is to inform the social service districts that, effective immediately, your district will no longer be required to submit signed certifications to OTDA- Finance for all RF packages and G-2 schedules in order to receive monthly reimbursement.

II. Background

As you are aware, the Automated Claiming System generates the certifications when you perform the “initial accept” function. To date, these certifications have been signed and then forwarded to our offices.

III. Claiming Implications

The “initial accept” must still be reviewed by the appropriate local LDSS official(s) and County Fiscal official before it is “final accepted.” After the Fiscal Officer and the Administrative Officer sign the certification, it must be kept on file and maintained for audit purposes for a period of six years. The district must not submit a claim as “final accepted” until the certification has been signed by the Fiscal Officer and the Administrative Officer. By submitting a claim as “final accepted”, the district is acknowledging via electronic means that the claim has been appropriately certified as true, accurate and in compliance with applicable State and Federal requirements; that the district will maintain the certification in the required manner, and that the district is authorizing the State to process the claim on the district’s behalf.

This is the same process currently followed for claims submitted via the TANF Reporting and Control System (TRACS).

Issued By

Name: Michael Normile /s/ *MN 2/9/05*

Title: Acting Director

Division/Office: Office of Budget, Finance & Data Management