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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	06-LCM-04	
<b>To:</b>	Local District Commissioners	
<b>Issuing Division/Office:</b>	Office of Temporary and Disability Assistance Budget, Finance & Data Management	
<b>Date:</b>	July 19, 2006	
<b>Subject:</b>	Katrina Claiming for Non-Assistance Program Expenditures	
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<b>Attachments:</b>	None	
<b>Attachment Available On – Line:</b>		Not Applicable

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) instructs local social services districts (LSSDs) on how to claim 100% Federal reimbursement for TANF related non-assistance program expenditures authorized and paid to displaced Hurricane Katrina evacuees, between September 21, 2005 and January 31, 2006.

#### II. Background

GIS 05 TA/DC027 dated September 2, 2005 and GIS 05 TA/DC028 dated September 8, 2005 provided initial authorization guidance for identifying and reporting Hurricane Katrina evacuee expenditures until further information could be provided from the Federal government. The Welfare Management System (WMS) and the Benefits Issuance and Control System (BICS) were both revised to identify, track, and claim assistance and non-assistance benefits provided to local district Hurricane Katrina evacuee applicants. On September 19, 2005, Congress passed the Temporary Assistance for Needy Families (TANF) Emergency Response and Recovery Act of 2005, authorizing \$2 billion in TANF contingency funds to help Katrina evacuees. TANF-ACF-PI-2005-07 (Amended) was subsequently issued by the U.S. Department of Health and Human

Services (DHHS) Administration for Children and Families (ACF) on October 20, 2005. This pronouncement stated that TANF contingency funds could be used to reimburse Katrina evacuee family related non recurrent, short term cash benefits. These cash benefits would be provided for a specific crisis situation or episode of need. Cash benefits are defined by the Federal government as “cash payments, checks, reimbursements, electronic funds transfers, or any other form that can legally be converted to currency.” Vendor payments do not constitute a cash benefit. There is no provision for the reimbursement of administrative costs with these funds. Further information on this pronouncement is found at the following internet address: <http://www.acf.hhs.gov/programs/ofa/pi-ofa/pi2005-7.htm>.

TANF related Katrina evacuee family non recurrent, short term cash benefits would have been authorized in upstate districts by using special claiming code J (Disaster Related Emergency) on the LDSS-3209 Authorization pay line. In New York City (NYC), workers should have used the WMS case and line level opening code 064 when completing the LDSS-3517 Authorization. The period eligible for authorizing TANF related Katrina evacuee family non recurrent, short term cash benefits is September 21, 2005 through January 31, 2006, according to GIS 06 TA/DC008.

Districts were initially asked to claim TANF related Katrina expenditures on the regular claim forms. The following schedules may have originally included TANF related Katrina evacuee family **non recurrent, short term cash benefits**:

- LDSS 187 Schedule A Expenditures for Family Assistance (Other Non Assistance, FP net expenditures)
- LDSS 1040 Schedule C Expenditures for Safety Net Assistance (Other Non Assistance, FP net expenditures)
- LDSS 1285 Schedule F Schedule of Costs for Emergency Assistance to Needy Families with Children (Cash Payments, FP net expenditures)

Based on the Welfare Reform Tracking System (WRTS) data for coding of cases, we expect claims to be less than \$250,000 statewide.

### III. Claiming Instructions

To obtain 100% federal TANF reimbursement for Katrina evacuee family related non recurrent, short term cash benefits, pursuant to TANF-ACF-PI-2005-07 (Amended) provisions, please use the following procedure.

Districts other than NYC should identify Katrina evacuee family non recurrent, short term cash benefits by reviewing the non services BICS composite rolls for the September 2005 through January 2006 period. Payments with a special claiming code J will appear under composite items that include the word Katrina in the item description. NYC personnel should identify Katrina evacuee family non recurrent, short term cash benefits by reviewing composite rolls for the September 2005 to January 2006 period. Katrina amounts identified by each district should be claimed on a LDSS-3922 Reimbursement Claim for Special Projects. The claim should be identified as Katrina in the Project Name Box. The Katrina evacuee family non recurrent, short term cash benefits must be listed on lines 15 through 18 in the Non-Administration Costs column and the Total Costs column.

Local districts must sign the certification and submit the LDSS-3922 form to:

New York State Office of Temporary and Disability Assistance  
Bureau of Financial Services Claims Unit  
40 North Pearl Street, Floor 14C  
Albany, NY 12243

In addition to the completion of the LDSS-3922, corresponding negative adjustments should be made on quarterly supplemental claiming schedules prepared for the September 2005 through January 2006 period. These negative supplemental amounts should report Katrina evacuee family non recurrent, short term cash benefits that were originally reported on claiming Schedules A, C, and F.

A transmittal letter should accompany the LDSS-3922 identifying the period of the claim and the supplemental number of the corresponding negative supplemental claims.

Corresponding negative adjustments should also be made for Katrina related claims that were made directly to the Federal Emergency Management Agency (FEMA) and also reported originally on the Schedules A, C, and F; however, the district should not submit these expenditures on a LDSS-3922.

Please refer to Fiscal Reference Manual (FRM) Volume 2, Chapter 3, for LDSS-3922 claiming instructions. The filing of supplemental claims should be completed as instructed in FRM Volume 1, Chapter 5. The Fiscal Reference Manuals are accessible to local districts at the following intranet site address: <http://otda.state.ny.net/bfdm>.

Katrina claims must be submitted for reimbursement by September 15, 2006.

#### **IV. System Implications**

Effective February 1, 2006, special claiming code J and NYC opening code 064 are no longer used to report Katrina expenditures. Please refer to GIS 06 TA/DC008 and GIS 06 TA/WMS014 for system implications related to Katrina evacuee coding.

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