

Flexible Fund for Family Services TANF Allocation Plan for State Fiscal Year 2007-2008 FFFS Plan Instructions

Introduction

A file was developed in Microsoft Excel[®] that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file is macro driven to check for data entry of program information, to permit navigation between various pages of the application package, and to automatically transfer allocation data from a single source to different plan reports. This increases the efficiency of the plan process, eliminates, the need for repetitive data entry, and reduces the potential for error.

As previously mentioned, the allocation file is macro driven. With the exception of the Main Menu, the macro buttons are located in the upper left or upper right hand corner of each screen. If the buttons are not visible, scroll to the left or right of the screen to locate them.

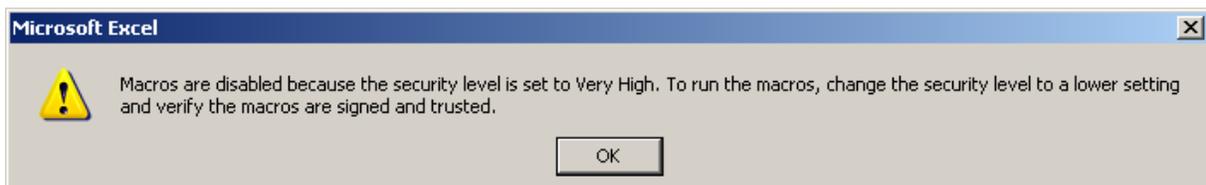
The file contains several edits throughout which assist in ensuring the information in the plan is correct. These edits appear as pop up dialog boxes if any of the information does not comply with FFFS requirements. See the last page of these instructions to review a list of errors that may be encountered. The macros are most efficient if the plan is completed as indicated in these instructions. To avoid errors that invalidate these macros, please adhere to the following:

- **DO NOT copy and paste cells**
- **DO NOT cut and paste cells**
- **DO NOT insert rows**
- **DO NOT delete rows**

Also, please return to the Main Menu prior to saving the file. This will ensure the Main Menu will be displayed the next time the file is opened.

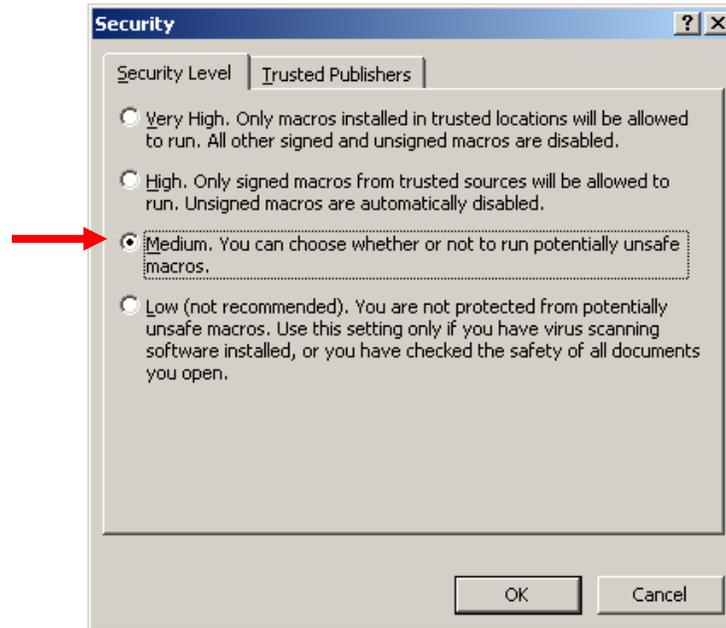
Getting Started

1. Copy the file named *FFFS 2007-2008 Plan app.xls* to the folder where the file is to be saved. Before submitting the final version of the plan, it is suggested that the file be saved as *FFFS Plan 2007-2008 app – county name and submission date.xls*. This will ensure the plans remain separate once received at the agencies.
2. In Microsoft Excel[®], open the file named *FFFS Plan 2007-2008 app.xls*.
 - a. If the below error message or a similar message regarding macro security is displayed, click **OK**.



- b. From the Main Toolbar in Excel[®], click on *Tools* → *Macro* → *Security*. The following Security dialog box will be displayed.

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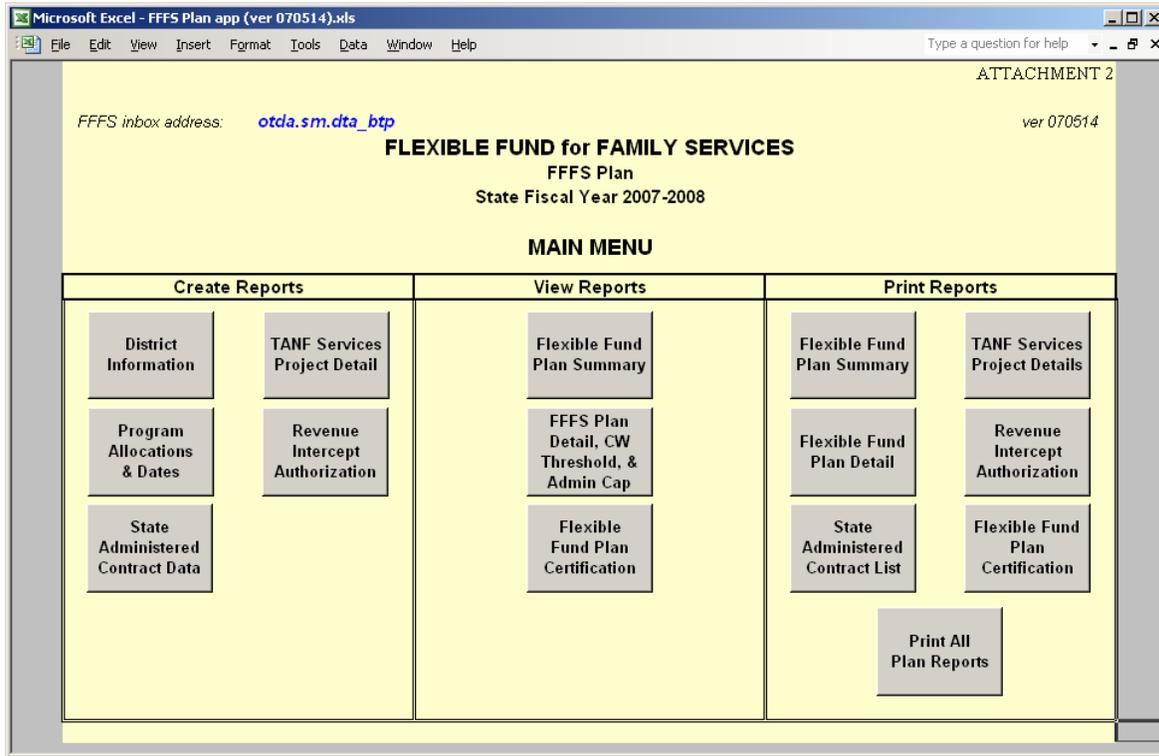


- c. Choose the *Medium* button as indicated above and click *OK*. Exit Excel[®] to save the updated macro security settings and reopen the FFFS plan. The below security warning will be displayed.



- d. Click *Enable Macros* and the Flexible Funds for Family Services Plan Main Menu will be displayed.

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- Note: If neither security dialog boxes are displayed, it is likely the security level is set to *Low*. This is acceptable and the macros will still run successfully.

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Entering the District Information

1. From the Main Menu, click the button labeled "District Information". The District Information Data Page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protect cell error message.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - FFFS Plan app (ver 070514).xls". The main content area is titled "FLEXIBLE FUND for FAMILY SERVICES FFFS Plan State Fiscal Year 2007-2008" and "District Information Data Page".

Buttons: "Return to Main Menu" (top left), "Clear District Information" (top right).

Fields:

- District Name:** A dropdown menu.
- FFFS Allocation:** A text input field.
- SY Transfer In:** A text input field.
- Submission #:** A text input field.
- Date Submitted:** A text input field.
- Is this a resubmission of a rejected plan?:** Radio buttons for "yes" (unchecked) and "no" (checked).
- Type of Revision:** A text input field.
- Commissioner Name:** A text input field.
- Contact Information:** A table with three rows:

Contact Name			
Contact Phone		Extension	
Contact E-mail			
- For OTDA use only:** A section containing a "Date Approved" text input field.

2. The following information must be entered prior to submitting the plan for approval.
 - a. District – select the district name from the dropdown list.
 - b. FFFS Allocation – enter the allocation amount as indicated in the ADM.
 - c. SY Transfer In – enter the amount of Summer Youth funding to be transferred to FFFS, if any.
 - d. Submission Number – select the number of the plan being submitted. For the first plan, select "Original – 1". If a proposed plan is rejected and subsequently

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resubmitted, do not change the submission number. Update the number only when submitting an amendment to a plan that has already been approved.

- e. Date Submitted – enter the date the plan is being e-mailed for approval. If the plan is being resubmitted because it was originally rejected, enter the date the corrected plan is being e-mailed. This date also serves as the Commissioner’s signature date on the plan Certification.
 - f. Is this a resubmission of a rejected plan? – click the box labeled “no” unless the plan is being resubmitted due to a rejection.
 - g. Type of Revision – select the correct type of revision from the dropdown list. The choices are as follows:
 - Dates Only – for amendments changing program periods
 - Funding Only – for amendments changing allocations
 - Funding & Dates – for amendments changing both allocations and program periods
 - h. Commissioner Name – enter the local district Commissioner. Entering the Commissioner’s name will serve as agreement to the terms of the plan Certification.
 - i. Contact Name – enter the name of the FFFS contact person at the district.
 - j. Contact Phone and Extension – enter the phone number (and extension, if applicable) of the FFFS contact.
 - k. Contact E-mail – enter the e-mail address of the district’s FFFS contact person.
- Note: DO NOT enter an approval date under the section labeled OTDA use only. This date will be entered by OTDA personnel once the plan has been reviewed and approved.
3. Once all information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is missing, a pop up box will be displayed, indicating information is incomplete. Click the appropriate button in the pop up to continue to the Main Menu or to complete the district information.

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Entering Program Allocations and Dates

- From the Main Menu, click the button labeled "Program Allocations & Dates". The TANF Allocation Plan Data Page will be displayed. Required information is entered in white cells or gray cells for TANF Assistance and Eligibility Administration and State Administered Contracts. Attempting to enter data in fields that are not white will result in a protected cell error message. Also, this page can be printed by clicking on the macro button labeled "Print this page" in the upper left hand corner.

Programs	Gross	TANF	% of Total Alloc	Start Date	End Date
1. TANF Services	0	0			
1a. TANF Services Program					
1b. TANF Services Administration					
1c. Drug Alcohol (Statutory D/A Assessment/Monitoring) Program					
1d. Drug Alcohol (Statutory D/A Assessment/Monitoring) Administration					
1e. Statutory Domestic Violence Liaison Function (DVL) Program					
1f. Statutory Domestic Violence Liaison Function (DVL) Admin					
2. TANF Employment Services	0	0			
2a. TANF Employment Services Program					
2b. TANF Employment Services Administration					
3. Additional Non-Residential Domestic Violence	0	0			
3a. Add'l Non-Residential Domestic Violence Program				10/06	09/07
3b. Add'l Non-Residential Domestic Violence Administration				10/06	09/07
4. Child Welfare Other than Title XX Transfer					

- Enter the gross and TANF amounts for the programs to be funded through FFFS. The allocations should be considered in the order most appropriate to district circumstances. The Total Allocated and the Balance to Allocate are displayed in the upper right hand corner of the page.

- Note: Amounts and dates cannot be entered for line item 8 – Summer Youth Transfer In. Any funds transferred in from Summer Youth should be included on the line(s) where the funds are to be programmed.**

- Enter the start and end dates for the programs to be funded through FFFS. The dates should be entered in the format of MM/DD/YY. However, the dates will be displayed as MM/YY. Note that the program dates for Additional Non-Residential Domestic Violence, Child Welfare Other than Title XX Transfer (with the exception of PINS/Prevention/Detention Diversion Services), and Title XX Below 200% are from October 2006 through September 2007 and cannot be amended. The Additional Child Care Transfer programs are from

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October 2006 through September 2007 or October 2007 through September 2008 and cannot be changed.

4. Once all information has been entered, click the button labeled "Return to Main Menu" to continue. If any relevant data is missing, a pop up box will be displayed, indicating information is incomplete. Click the appropriate button in the pop up to continue to the Main Menu or to complete the plan allocations.

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Entering the State Administered Contract Information and Completing the Revenue Intercept Authorization

Note: These sections need to be completed only if funds are allocated for projects that are administered on the state level.

1. From the Main Menu, click the button labeled "State Administered Contract Data". The State Administered Contracts List page will be displayed. Required information is entered in white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. To print the contract listing, return to the Main Menu and click the macro button labeled "State Administered Contract List" under the Print Reports section.

amount of State Administered Contracts entered

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State Administered Contracts List

<i>District</i>	<i>FFFS Allocation</i>	<i>Total Allocated</i>
<i>Submission #</i>	<i>SY Transfer In</i>	<i>Bal to Allocate</i>
<i>Type of Revision</i>	<i>Total Allocation</i>	<i>Date Approved</i>
<i>Resubmission</i>	<i>Date Submitted</i>	

Programs	Provider	TANF Allocation	Start Date	End Date
9. State Administered Contracts				
9a.				
9b.				
9c.				
9d.				
9e.				

2. The following information must be entered for any funding to be set aside:
 - a. Program – enter the program that is administered on the State level (e.g., EDGE, DAP, Wage Subsidy).
 - b. Provider – enter the provider that is to be receiving FFFS funds.
 - c. TANF Allocation – enter the amount of FFFS funding to be received.
 - d. Start and End Dates – enter the start and end dates of the contract in the format of MM/DD/YY.
3. Once all information has been entered, click the button labeled "Return to Main Menu" to continue. If any relevant information is missing, a pop up box will be displayed, indicating

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information is incomplete. Click the appropriate button in the pop up to continue to the Main Menu or to complete the contract listing.

4. If funds are to be directed from the FFFS allocation to administer State contracts, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled "Revenue Intercept Authorization".

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Revenue Intercept Authorization

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that **district** County requests to engage the services of New York State Staff and/or supplement an existing State administered program/contract.

Listed below are the State administered programs/projects we wish to support with funds from our combined TANF Allocation and the amount to be directed to each provider.

Program or Project Name	Provider	Amount from TANF Allocation

5. If the district agrees to the terms of the Authorization, click the button labeled "Agree" at the top of the page. All relevant information will be entered once this button is clicked. If the district does not agree, click the "Disagree" button; this will remove any information previously entered on this page.
6. Once finished, click the button labeled "Return to Main Menu" to continue. To print the Authorization, click the button labeled "Revenue Intercept Authorization" under the Print Reports section.

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Entering the TANF Services Project Detail

Note: This section needs to be completed only if funds are allocated for TANF Services projects.

1. From the Main Menu, click the button labeled "TANF Services Project Detail". The TANF Services Project page will be displayed. Required information is entered in white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. To print this page, return to the Main Menu and click the button labeled "TANF Services Project Detail" under the Print Reports section.

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TANF Services Project Summary

<i>District</i>	<i>FFFS Allocation</i>	<i>Total Allocated</i>
<i>Submission #</i>	<i>SY Transfer In</i>	<i>Bal to Allocate</i>
<i>Type of Revision</i>	<i>Total Allocation</i>	
<i>Resubmission</i>	<i>Date Submitted</i>	<i>Date Approved</i>

Projects	TANF Allocation	Number of Projects	Est. Number of Families to Serve		Services Provided by	
			TA	200%	DSS	Contract
1. TANF Services						
Case Management					<input type="checkbox"/>	<input type="checkbox"/>
TOP					<input type="checkbox"/>	<input type="checkbox"/>
Child Only Services					<input type="checkbox"/>	<input type="checkbox"/>
Domestic Violence Enhanced					<input type="checkbox"/>	<input type="checkbox"/>
Drug and Alcohol Enhanced					<input type="checkbox"/>	<input type="checkbox"/>
Emergency/Diversion					<input type="checkbox"/>	<input type="checkbox"/>
Healthy Families/Home Visiting					<input type="checkbox"/>	<input type="checkbox"/>
Life Skills/Mentoring					<input type="checkbox"/>	<input type="checkbox"/>
Specialized Services for Adults					<input type="checkbox"/>	<input type="checkbox"/>
Specialized Services for Children					<input type="checkbox"/>	<input type="checkbox"/>

2. The following information must be entered for each of the TANF Services to be programmed through FFFS.
 - a. TANF Allocation – enter the amount of funding to be programmed for the project.
 - b. Number of Projects – enter the number of projects to be funded for the TANF Service.
 - c. Est. Number of Families to Serve – enter the estimated number of families to be served by eligibility category – Temporary Assistance (TA) or 200% of Poverty (200%) – through the project(s).
 - d. Services Provided by – click the box(es) to indicate how the service will be delivered.
3. Once all information has been entered, click the button labeled "Return to Main Menu" to continue. If any relevant data is missing, a pop up box will be displayed, indicating

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information is incomplete. Click the appropriate button in the pop up to continue to the Main Menu or to complete the TANF Services Project Detail.

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Viewing the Summary and Detail Plan Forms and the Plan Certification

1. From the Main Menu, click the appropriate button under the View Reports section to be directed to the report to be viewed. Please note that any changes to allocations or dates cannot be made on these pages. The reports contain the following information:
 - a. Flexible Fund Plan Summary – this report rolls up allocations for program and administration into one total.
 - b. Flexible Fund Plan Detail – this report maintains separate totals for program and administration allocations. This report also computes the administration percentages and the Child Welfare Threshold. The Detail report is the only place these figures are calculated and displayed.
 - c. Flexible Fund Plan Certification – this Certification provides the terms of the FFFS allocation and agreement to these terms. It is not necessary to print, sign, and mail or fax the Certification. Completion of the document electronically is sufficient.
2. Once the review is complete, click the button labeled “Return to Main Menu” to continue.

Printing the Plan Reports

1. On the Main Menu, under the Print Reports section, there are seven print options available – printing each report or page separately or printing all reports together. Click the appropriate macro button to print the needed report. It is not necessary to change the print settings as they have been incorporated into the Print macros and saved. It is also not necessary to print any reports and mail them to OTDA.

Submitting the Completed Plan

1. Once all information has been entered and reviewed and the reports are free of errors, the completed FFFS plan can be submitted for agency review and approval. The FFFS inbox address is otda.sm.dta_btp@otda.state.ny.us. A hyperlink for the e-mail address can also be found on the Main Menu of the FFFS Plan file.

Resetting and Preparing the File for Amendments

1. There are options available for clearing certain information from a completed plan. These functions can be used when preparing subsequent amendments to the FFFS plan. It is not necessary to use these macros to delete the information, but they may be helpful if several programmed amounts or dates are to be changed. Prior to clicking any of the reset buttons, be certain to save the FFFS file under a different name.
 - a. Clear District Information – located on the District Information Data Page, this button will delete the information in the following fields: Submission Number, Type of Revision, Date Submitted, Resubmitted Rejection checkbox, and Date Approved.
 - b. Clear Gross Amounts – located on the TANF Allocation Plan Data Page, this button will delete all gross amounts entered on the Plan Data page.
 - c. Clear TANF Allocations – this button will clear all allocations entered under the TANF column and is located on the Plan Data page.
 - d. Clear Program Dates – located on the TANF Allocation Plan Data Page, this button will delete all program start and end dates on the page.
2. After any of these buttons are clicked, a confirmation dialog box will be displayed. If the information is to be cleared, proceed by clicking Yes. If the information is to remain, click No.

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Please note that once Yes is clicked, the function cannot be reversed and the information cannot be recovered.

3. Once the information has been cleared (if opting to use these functions) or the file has been renamed, begin the plan amendment by selecting the Submission Number and Type of Revision on the District Information page. Continue by following the instructions for entering allocations and program periods. If any amendments are made to the funding amounts for TANF Services Program (line 1a) or State Administered Contracts (line 9), be certain to make the corresponding adjustments to the TANF Services Project Summary, the State Administered Contract Lists, and the Revenue Intercept Authorization.

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Error Messages and Troubleshooting

The following table contains a list of errors that may be encountered while preparing the plan for the 2007-2008 Flexible Fund. The resolutions listed will assist in correcting the errors.

Error Message	Error Meaning and Resolution
District information must be completed before the plan is submitted for approval. The plan will not be reviewed if any data is missing or incomplete. Do you want to enter the district information now?	A required data element regarding the district or the allocation has not been entered. Ensure the following data is entered: district, allocation, SY transfer in (if applicable), submission number, type of plan, date submitted, contact information, and Commissioner name.
The amount of TANF funds allocated cannot exceed the Gross amount of funds for the program.	The gross amount for the program was not entered or the TANF funds are greater than the gross amount. Enter the gross amount prior to entering the TANF allocation or reduce the amount of the TANF allocation.
Funding for xxxx programs cannot be programmed earlier than the date indicated.	The start date for the program is earlier than the allowable start date. Refer to the FFFS Desk Guide for allowable program periods.
The end date of a program cannot be prior to the start date of the program.	The end date has an earlier date than the program start. Check the start and end dates and correctly enter the dates in the format of MM/DD/YY.
The funds programmed under TANF do not equal the FFFS allocation entered, resulting in a balance to allocate of \$x,xxx. Do you want to allocate these funds now?	A variance exists between the total allocation entered and the amount of funding programmed. No fix is necessary if the district elects to have funds in reserve.
The funds programmed under TANF exceed the FFFS allocation entered, resulting in an over allocation of \$x,xxx. Do you want to correct this now?	Funds beyond the FFFS allocation entered have been programmed. A negative balance to allocate cannot be submitted for review and approval. Review all allocations entered and reduce any as needed.
The funds programmed for State Administered Contracts on the Plan data page does not equal the amount entered on the State Administered Contract List. Do you want to correct this now by reviewing the contracts entered?	A variance exists between the amounts for State Administered Contracts. Review the total amount entered on the Plan Data page and the detail amounts on the Contracts List page and adjust any amounts accordingly.
The number of TANF allocations entered does not equal the number of program start dates entered. Do you want to correct this now?	An allocation has been entered without entering a corresponding start date or a start date has been entered without an allocation. Delete the funding or enter a start date for the program.

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<p>The number of program start dates entered does not equal the number of program end dates entered. Do you want to correct this now?</p>	<p>A program with an allocation is missing a start date or one with a start date is missing an allocation. Review programs with allocations to ensure all have a valid start date.</p>
<p>The allocation total for TANF Services on the Project Summary does not equal the funding on the Plan Data page. Do you want to correct this now?</p>	<p>A variance exists between the amounts for TANF Services. Review the total amount entered on the Plan Data page and the detail amounts entered on the Project Summary page. Adjust any amounts accordingly.</p>