



David A. Paterson  
Governor

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

David A. Hansell  
Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	08-LCM-10
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	September 30, 2008
<b>Subject:</b>	Supplemental 100% Food Stamp Employment and Training Allocations – FFY 2008
<b>Contact Person(s):</b>	Kathryn DeBella (518) 408-4972 or WTW Technical Advisor Fiscal Contacts: Regions 1-4, James E. Carroll at 1-800-343-8859, extension 4-7549 Email: <a href="mailto:james.carroll@otda.state.ny.us">james.carroll@otda.state.ny.us</a> Region 5, Michael Borenstein at (631) 854-9704 Email: <a href="mailto:michael.borenstein@otda.state.ny.us">michael.borenstein@otda.state.ny.us</a> Region 6, Marian Borenstein at (212) 961-8250 Email: <a href="mailto:marian.borenstein@otda.state.ny.us">marian.borenstein@otda.state.ny.us</a>
<b>Attachments:</b>	Attachment 1: FFY 2008 Supplemental 100% Food Stamp Employment and Training Allocations
<b>Attachment Available On – Line:</b>	Yes

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental federal fiscal year (FFY) 2008 Food Stamp Employment and Training (FSET) 100% administrative funding allocations for each social services district.

#### II. Background

New York State receives annual allocations from the United States Department of Agriculture (USDA) to support FSET program administration. USDA reallocates other states' unexpended 100% funds to states that request and justify the need for the funds. New York requested additional FFY 2008 FSET 100% funds and was awarded an additional \$3.8 million.

The 100% federal funds are available to fully reimburse FSET administrative costs without State or local match. Districts' 100% FSET allocations are based on the proportionate share of the statewide work registrant caseloads. Attachment 1 lists each district's initial 100% allocation as well as the supplemental allocation awarded through this memorandum and total FFY 2008 100% allocation.

Participant reimbursement and dependent care funding for FSET is not included in the administrative allocations and should continue to be claimed separately. Districts are reminded that FSET dependent care may not be used to cover the costs of care for individuals who are eligible for services under the Child Care Block Grant (see 02-LCM-10).

Your district's FFY 2008 FSET administrative allocations are available to reimburse costs incurred from October 1, 2007 through September 30, 2008. **Consistent with all FFY 2008 FSET funds, these additional funds must be used to cover costs incurred during the October 1, 2007 through September 30, 2008 period.** Districts should submit supplemental claims in order to receive payment in a timely manner. If claims are not submitted to expend the allocated funds, OTDA Bureau of Financial Services will move any 50% claims to the 100% claim category sometime after the final claiming deadline. These claiming adjustments will permit each district to increase the extent to which employment services for food stamp applicants and recipients are fully funded with federal funds. All claims for FFY 2008 100% FSET reimbursement must be received no later than **February 3, 2009.**

### **III. Program Implications**

This memorandum provides a supplemental FFY 2008 100% allocation. Districts should refer to 08-LCM-01 for information regarding the use of FSET funds.

### **IV. Claiming Instructions**

Districts will claim FSET expenditures through the Schedule RF-2A (Monthly Statement of Administrative Expenditures Federal and State Aid) claim package. These FSET expenditures are claimed for reimbursement as F3 functional costs. These costs would be claimed on the LDSS-2347-B1, Schedule D-3 Allocation and Claiming of Administrative Costs for Employment Programs. The instructions for both of these forms are found in the Fiscal Reference Manual, Volume 3 (Volume 4 for New York City), Chapters 10 and 19.

Note that participant reimbursement and dependent care expenditures for FSET are not part of the FSET administrative allocations and should continue to be claimed in their respective columns on the Schedule D-3.

USDA has approved our ability to claim Safety Net Maintenance of Effort (SN-MOE) work registrants as FSET program participants. The cost of employment programs for SN-MOE work registrants is also eligible under the TANF program. Districts may include these SN-MOE cases under either the FSET program or the TANF program. The election to claim these cases under either FSET or TANF must be consistent throughout the federal fiscal year with any changes to that election being made by the December following the end of the federal fiscal year. All Flexible Fund for Family Services (FFFS) plans should be evaluated to determine if any shift in expenditures requires a plan revision.

Please refer to Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual for detailed instructions on preparation of Schedule D-3.

Once a district exceeds its 100% FSET allocation, it is encouraged to ensure that other FSET claims are submitted as 50% claims. District action will result in the district receiving appropriate reimbursement funds sooner than if the district waits for the State to shift the 100% overclaims back to 50% FSET.

**V. Additional Information**

None.

**Issued By**

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports