

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

**Introduction**

A file application was developed in Microsoft Excel<sup>®</sup> that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file is macro driven to check errors in the data entry of program information, to permit navigation between various pages and reports of the application package, and to automatically transfer plan 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 mentioned above, the plan application 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 the buttons.

The plan application contains several edits throughout the file which assist in ensuring the information entered is correct. These edits appear as pop up dialog boxes if any of the information entered does not comply with FFFS requirements. To review a list of errors that may be encountered and resolution of these errors, reference the section labeled **Error Messages and Troubleshooting** which can be found at the end of this document .

The macros are most efficient if the plan is completed as indicated in these instructions. To avoid errors that will invalidate the 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.**

Prior to saving the plan application, RETURN TO THE MAIN MENU. This will ensure the Main Menu is displayed the next time the file is opened.

**Getting Started**

New for 2010: During the FFFS 2010 – 2011 plan year, submission, revisions and corrections to the application file will be made in SharePoint. Please refer to the separate SharePoint instructions on how to open, access, edit or save the plan application.

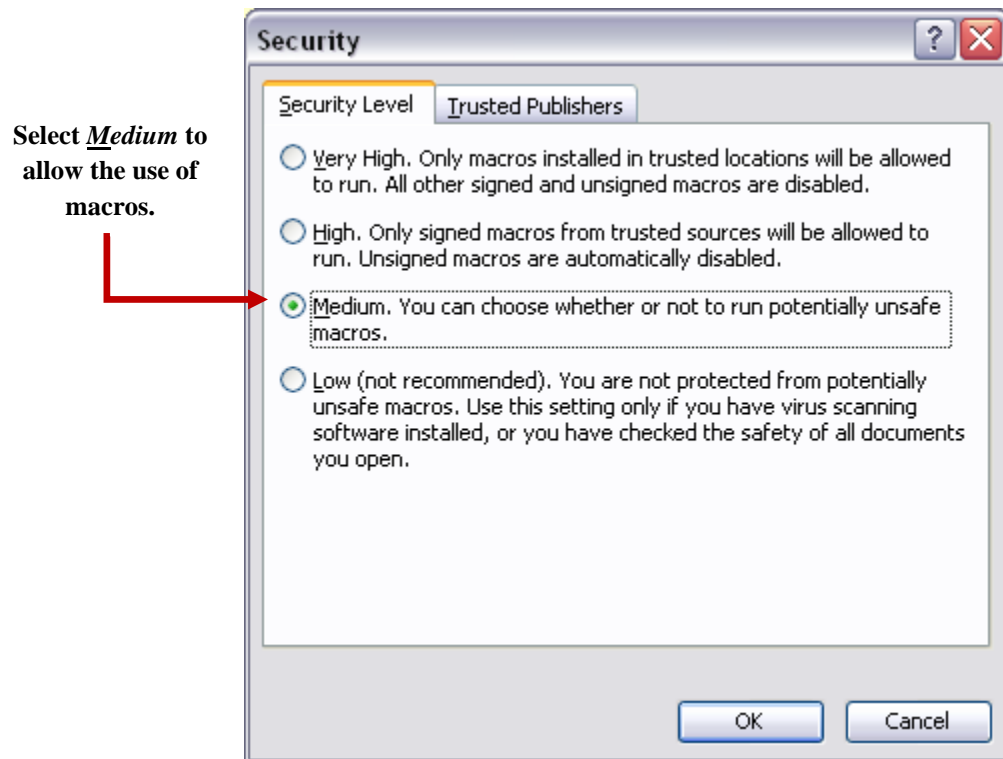
The plan application was developed using Microsoft Office 2003. If using Microsoft Office 2007, all functionality remains the same, with the exception of how to set the macro security level.

- 1) For users of Microsoft Office 2003 –
  - a) If the following error message or a similar message regarding macro security is displayed, the macro security level needs to be adjusted. Click ‘OK’ to continue.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

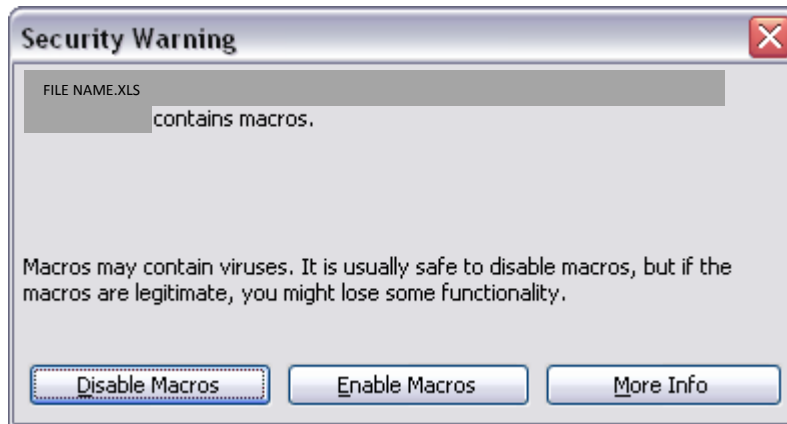


- Note: If a security dialog box is not displayed, the security level is likely set to Low. This is acceptable and the macros will still function correctly.
  
- b) From the Main Toolbar in Excel, click Tools → Macro → Security. The following dialog box will be displayed.



- c) Choose the Medium button as indicated above and click 'OK'. Exit Excel to save the update security settings and reopen the plan application. The following security warning will be displayed.

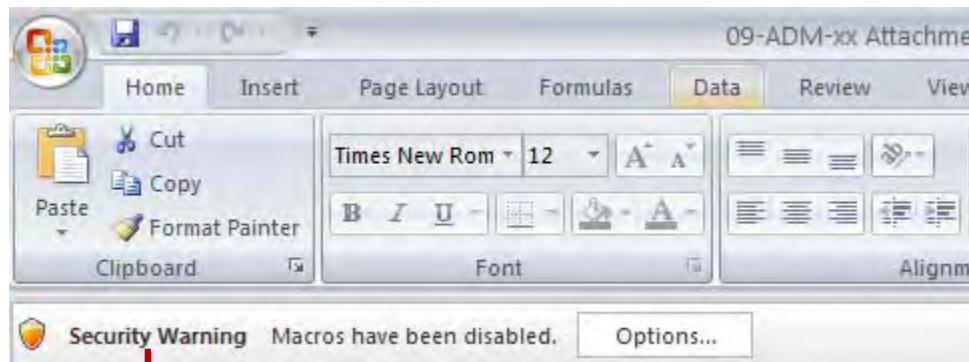
**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**



d) Click 'Enable Macros' and the Flexible Fund for Family Services Plan Main Menu will be displayed.

2) For users of Microsoft Office 2007 –

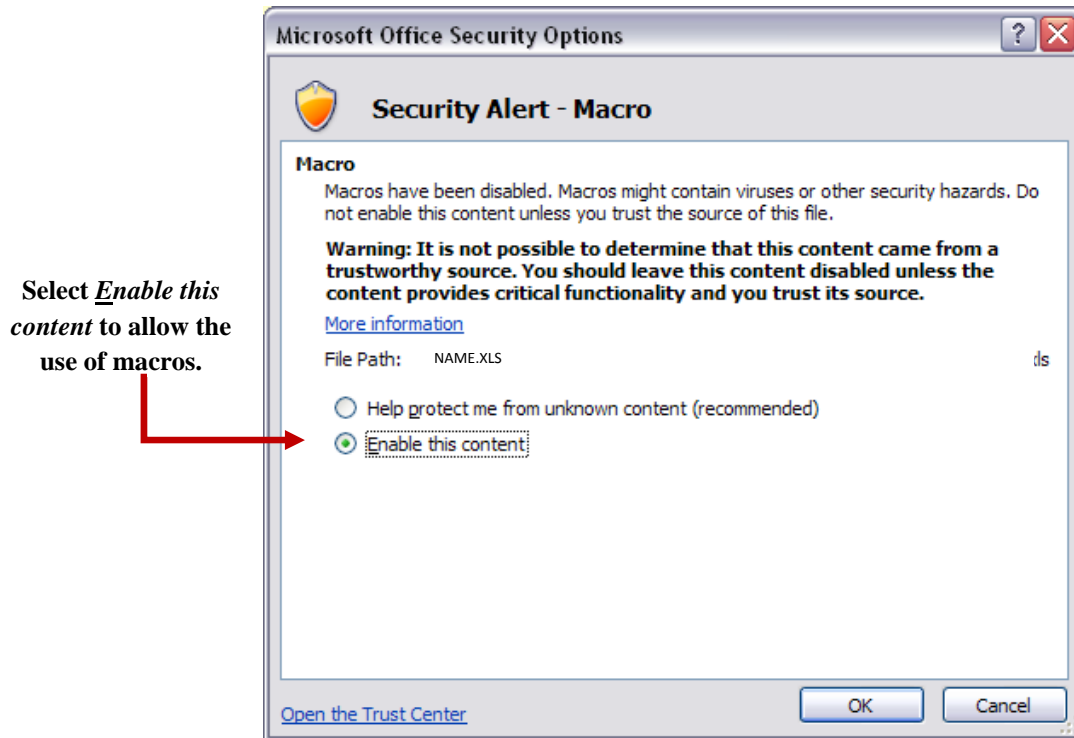
a) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon (the new Office 2007 toolbar), the following security warning is displayed.



*Security warning in Excel 2007*

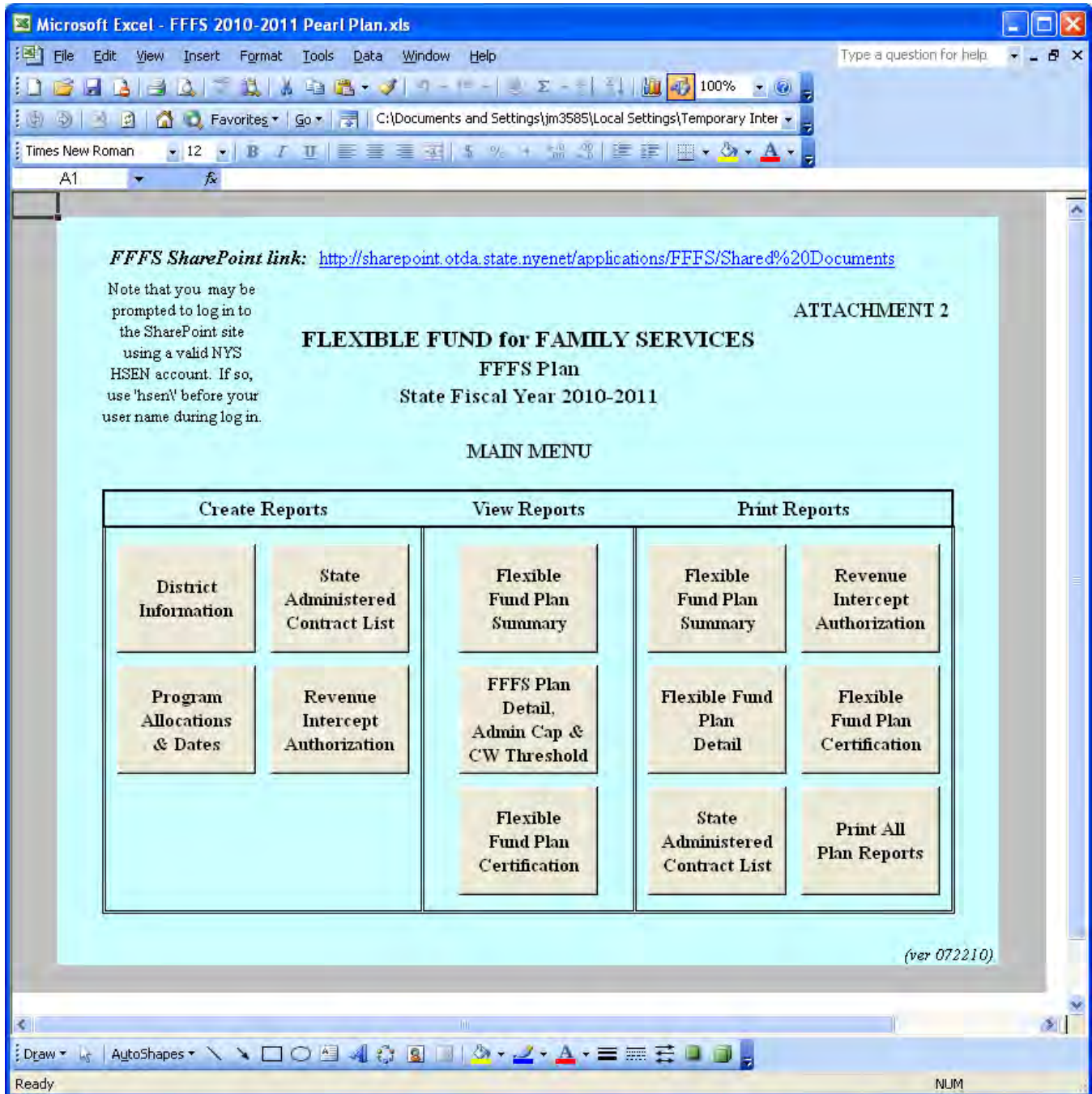
b) Click 'Options' and the Microsoft Office Security Options dialog box will be displayed. Choose the 'Enable this content' button to enable the macros.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**



The Flexible Fund for Family Services Plan for 2010-2011 has a light turquoise background on its pages, as seen in the Main Menu below. The final version number is *ver072210*. Districts must continue to use the last approved FFFS plan (light yellow background) for 2009-2010. The instructions for 2009-2010 will continue to be in effect. Therefore all plan revisions will continue to be submitted by email. Please refer to 09-ADM-12 regarding the FFFS 09-10 plan application. [2009 Policy Directives](http://otda.state.ny.net/directives/) can be found on the website of the Office of Temporary and Disability Assistance (OTDA). Press CTRL and click the underlined link to be directed to the Policy Directives webpage or copy and paste this link into a web browser – <http://otda.state.ny.net/directives/>.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**



- Note: A link to the instructions on how to use the FFFS 2010-2011 Plan Application has been included on the Main Menu. Click on the hyperlink to open the instructions.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

**Entering the District Information**

- 1) From the Main Menu, click the button labeled “District Information”. The District Information Data Page is displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate between the fields that are required. The District Information Data Page can be printed by clicking the button labeled “Print This Page” in the upper left hand corner.

**FLEXIBLE FUND for FAMILY SERVICES  
FFFS Plan  
State Fiscal Year 2010-2011**

**DISTRICT INFORMATION DATA PAGE**

District	Pearl	Total Allocation	\$0
FFFS Allocation	\$0	Balance to Allocate	\$0
SY Transfer In	\$0	Plan Approval Date	
09-10 Rollover	\$0		
Submission Date			
Submission Type			
Contact Name			
Contact Phone		Ext	
Contact E-mail			
Commissioner			
Commiss. E-mail			

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

- 2) The following information must be entered prior to submitting the plan application for approval:
- a) Submission Date – enter the date the plan application will be submitted for approval. If the plan is being resubmitted because it was rejected or if the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being submitted.
    - Note: The Submission Date also serves as the Commissioner’s signature date on the Plan Certification and, if applicable, the Revenue Intercept Authorization.
  - b) Submission Type – select the type of plan being submitted. The selections are as follows:
    - Funding & Dates: for original plans and for revised plans amending both allocations and program periods.
    - Dates only: for plans changing only program periods (revised plans only)
    - Funding only: for plans amending only allocations (revised plans only)

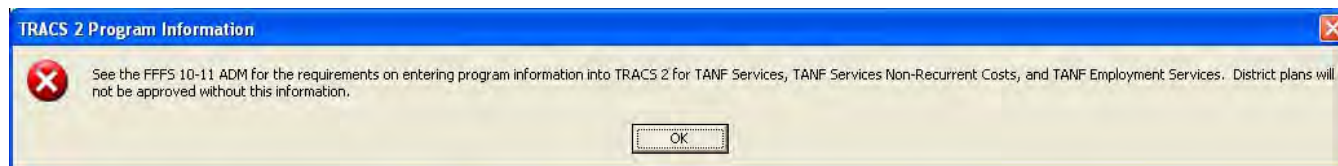
NOTE: To update fields described in c) through g), please contact Edward Conway at [Edward.Conway@otda.state.ny.us](mailto:Edward.Conway@otda.state.ny.us) or Chris Insull at [Christine.Insull@otda.state.ny.us](mailto:Christine.Insull@otda.state.ny.us) .

- c) Contact Name – the name of the district’s FFFS contact person.
  - d) Contact Phone and Extension – the phone number of the FFFS contact as 10 digits, without dashes, spaces or parenthesis. Enter the extension, if applicable.
  - e) Contact E-mail – the e-mail address of the FFFS contact
  - f) Commissioner Name – the local district’s Commissioner’s name. Entering the Commissioner’s name will serve as agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA.
  - g) Commiss. E-mail – the email address of the Commissioner
- 3) Once all relevant 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 on the appropriate cell in the dialog box to complete the district information or to continue to the Main Menu.
- 4) For subsequent amendments to the plan, it is necessary to click the button labeled “Reset Submission Information” in the upper right hand corner of the District Information Data Page. This will delete the Submission Date and Type and reset information not seen by the user.

**Entering Program Allocations and Program Periods**

- 1) From the Main Menu, click the button labeled “Program Allocations & Dates”. The following pop up box will be displayed.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**



Starting with the 2008-09 FFFS plan, districts are required to enter program information into TRACS 2 for any funding allocated for certain FFFS programs. Without the required program information in TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services, district plans will not be approved. See the FFFS 10-11 ADM for details regarding program plan requirements.

- 2) After clicking OK in the TRACS 2 Program Information pop up box, the TANF Allocation Plan 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 protected cell error message. Use the Tab key to navigate around the required fields. The TANF Allocation Plan Data Page can be printed by clicking the macro button labeled “Print This Page” in the upper left hand corner. Remember, to avoid errors that will invalidate the 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**



**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

**FLEXIBLE FUND for FAMILY SERVICES**  
FFFS Plan  
State Fiscal Year 2010-2011

**TANF ALLOCATION PLAN DATA PAGE**

District	Pearl	Submission Date	Total Allocation	0
FFFS Allocation	0	Submission Type	0	Balance to Allocate
SY Transfer In	0	Plan Approval Date		
09-10 Rollover	0			

Programs	Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
<b>1. TANF Services, Drug/Alcohol, &amp; DVL</b>	0	0			
1a. TANF Services Program					
1b. TANF Services Administration					
1c. Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d. Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e. Statutory Domestic Violence Liaison Function (DVL) Program					
1f. Statutory Domestic Violence Liaison Function (DVL) Admin					
<b>2. TANF Services Non-Recurent Costs</b>					
<b>3. TANF Employment Services</b>	0	0			
3a. TANF Employment Services Program					
3b. TANF Employment Services Administration					
<b>4. Additional Non-Residential Domestic Violence</b>	0	0			
4a. Add'l Non-Res Domestic Violence Program				10/09	09/10
4b. Add'l Non-Res Domestic Violence Administration				10/09	09/10
<b>5. Child Welfare Other Than Title XX Transfer</b>		0			

**Gross amounts & TANF allocations**  
Enter gross amounts prior to entering any TANF allocations.

- 3) Enter the gross amounts first, followed by the TANF amounts, for the programs to be funded through FFFS. The allocations should be considered in the order most appropriate to district circumstances. The Balance to Allocate will be displayed in the upper section of the page.
  - Note: If funds are to be directed to state administered contracts or programs, the information must be entered on the State Administered Contracts List. The total amount to be set aside for these contract or projects will be added to the TANF Allocation Plan Data Page and subsequent pages once the list is complete.

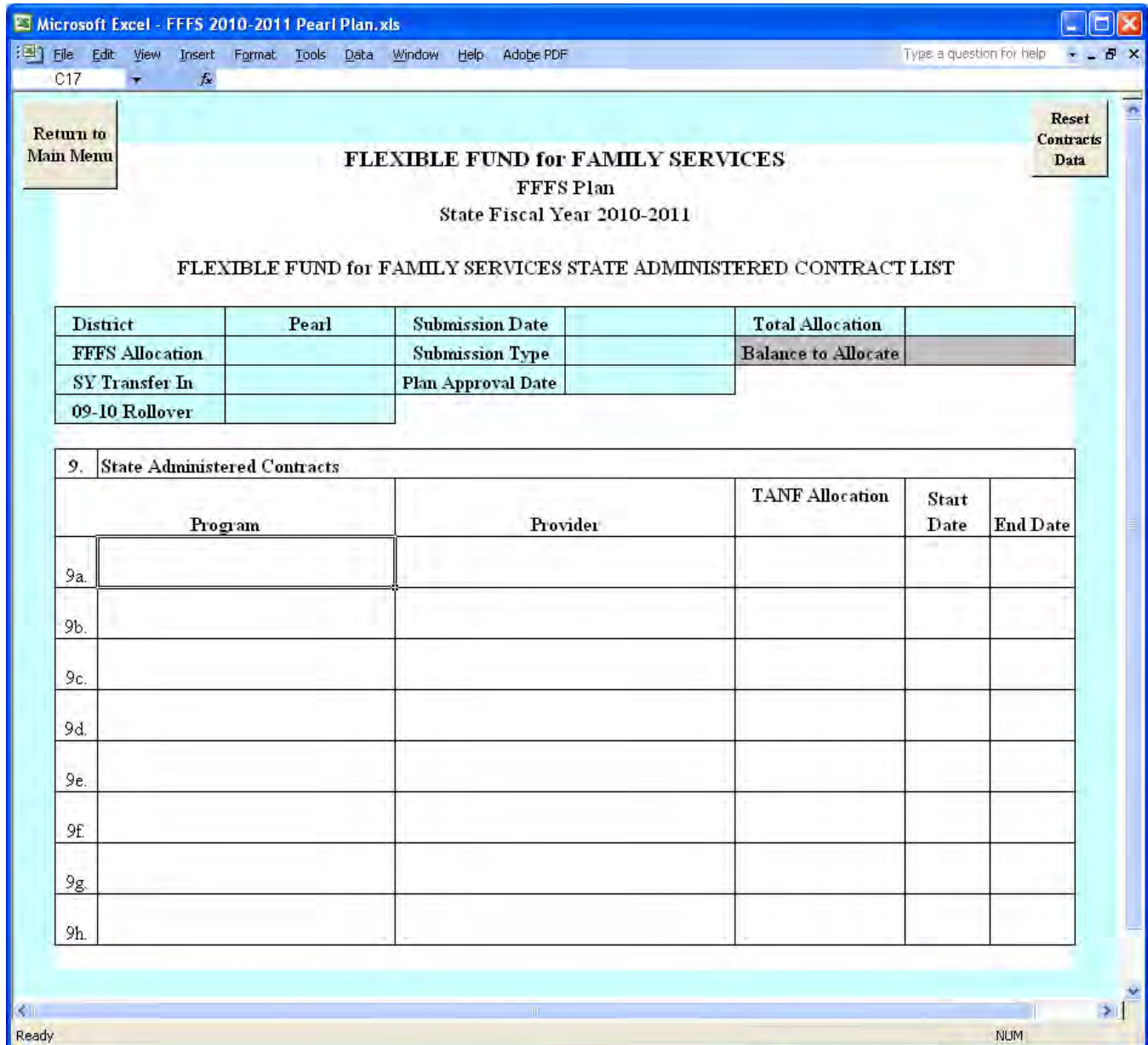
**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

- 4) Enter the program start dates, followed by the end dates, for the programs to be funded through FFFS. The dates must be entered as MM/DD/YY, but will be displayed as MM/YY. Note that the program dates for Additional Non-Residential Domestic Violence, programs under Child Welfare Other than Title XX Transfer (with the exception of PINS/Prevention/Detention Diversion Services), and programs under Title XX Below 200% are from October 2009 through September 2010 and cannot be amended. The Additional Child Care Transfer program periods are from October 2009 through September 2010 and from October 2010 through September 2011 and cannot be changed.
- 5) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is incomplete, a pop up box will be displayed, indicating information is missing. Click the appropriate button in the dialog box to complete the plan information or to return to the Main Menu. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

**Entering the State Administered Contract List and Completing the Revenue Intercept Authorization**

- Note: These sections need to be completed only if funds are allocated for contracts or projects that are administered on the state level.
- 1) From the Main Menu, click the button labeled “State Administered Contract List.” The State Administered Contract List 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 protected cell error message. Use the Tab key to navigate around the required fields. 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.

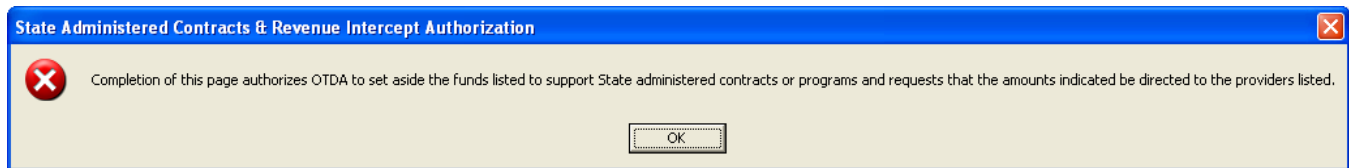
**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**



- 2) The following information must be entered for the funding to be set aside for the state contracts or projects.
  - a) Program – enter the contract or program that is to be funded. See the 10-11 FFFS ADM for a list of state operated programs and contracts administered through OTDA and OCFS that are eligible to receive FFFS funding.
  - b) Provider – enter the provider that is to receive FFFS funding.
  - c) TANF Allocation – enter the amount of FFFS funding that is to be set aside for the contract.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

- d) Start and End dates – enter the start and end dates of the contract period in the format of MM/DD/YY.
- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. A dialog box will be displayed as a reminder to complete the Revenue Intercept Authorization. If this Authorization is not completed, the district plan will not be approved. Click the appropriate button in the pop up box to complete the Revenue Intercept Authorization or to continue to the Main Menu.
- 4) If funds from the FFFS allocation are to be directed to administer State contracts or projects, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled “Revenue Intercept Authorization”. The following dialog box is displayed to highlight the terms of the Revenue Intercept Authorization.



- 5) Click ‘OK’ to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled “Agree” at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. If the district does not agree with the Authorization, click the “Disagree” button; this will remove any information previously entered on the Revenue Intercept Authorization. However, clicking “Disagree” will not delete any data entered on the State Administered Contract List. If districts decide not to allocate funds to State administered contracts, any information entered must be removed from the State Administered Contracts List page.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

Microsoft Excel - FFFS 2010-2011 Pearl Plan.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

A1

**Return to Main Menu**

Click **AGREE** to complete the Revenue Intercept Authorization

Click **DISAGREE** to remove information from the Authorization

**FLEXIBLE FUND for FAMILY SERVICES  
FFFS Plan  
State Fiscal Year 2010-2011**

**FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION**

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

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

As a result, I authorize OTDA to set aside a total of \_\_\_\_\_ from my County/District's FFFS Allocation for State Fiscal Year 2010-2011.

Ready NUM

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

- 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 on the Main Menu.

**Viewing the Summary and Detail Plan Reports and the Plan Certification**

- 1) From the Main Menu, click the button corresponding to the report to be displayed under the *View Reports* section. Please note that any changes to allocations or program dates cannot be made on these pages. The reports that can be viewed contain the following information:
- Flexible Fund Plan Summary: this report rolls up allocations for program and administration amounts into one total.
  - Flexible Fund Plan Detail: this report maintains separate totals for program and administration amounts and lists program dates. This report also computes the administration percentages and the Child Welfare Threshold. The Plan Detail report is the only location in the plan application where these figures are calculated and displayed.
  - Flexible Fund Plan Certification: This Certification provides the terms of the FFFS allocation and indicates the district’s agreement to these terms. DO NOT sign and mail or fax the Certification to OTDA. Completion of the document electronically is sufficient.
- 2) Once the review is complete, click the “Return to Main Menu” button to continue.

**Printing the Plan Reports**

- 1) On the Main Menu, under the *Print Reports* section, there are six options available to print the FFFS reports and documents. Each report can be printed separately, by clicking the appropriate macro button, or all reports can be printed together, by clicking the button labeled “Print All Plan Reports”. It is not necessary to change the print settings as they have been incorporated into the print macros and saved in the plan application. It is also not necessary to print any reports and mail them to OTDA.

**Submitting the Completed Plan**

Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be submitted through SharePoint for review and approval by OTDA and OCFS. **Note: It is NOT necessary to print, sign, and mail or fax any FFFS reports generated from the plan application to OTDA. Completion of the plan application electronically is sufficient.**

**Resetting and Preparing the Plan Application for Amendments**

- 1) When a plan amendment is to be submitted, click the button labeled “District Information” from the Main Menu. Once the District Information Data Page is displayed, click the button labeled “Reset

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

submission information” in the upper right hand corner. This will delete the submission date and type from the amendment. This step must be completed as it resets other data not seen by the user.

- 2) Once the information has been cleared from the District Information Page, begin the plan amendment by entering the Submission Date and Submission Type.
- 3) On the TANF Allocation Plan Data page, there are options 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 information, but they may be helpful if several programmed amounts or dates are to be changed.
  - a) Clear Gross Amounts – this button will delete all gross amounts entered on the Plan Data page.
  - b) Clear TANF Amounts – this button will clear all allocations entered under the TANF column on the Plan Data page.
  - c) Clear Program Dates – this button will delete all program start and end dates.
- 4) After any of these macro buttons are clicked, a confirmation box will be displayed. If the information is to be cleared, proceed by clicking “Yes”. If the information is to be retained, click “No”. Note that once “Yes” is clicked, the function cannot be reversed and the information cannot be recovered.
- 5) If any amendments are to be made to the funding for State administered contracts or programs, the changes must be entered on the State Administered Contract List. If all funding is to be pulled from State administered contracts, click the button labeled “Reset Contracts Data” and all information will be cleared from the contracts list. The Revenue Intercept Authorization must also be updated; click “Agree” to update the Authorization.
- 6) If any changes are to be made to the funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), appropriate changes must be made to the program information in TRACS 2.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

**Error Messages and Troubleshooting**

The following table contains a list of errors that may be encountered when preparing the plan application for the FFFS. The resolution listed will assist in correcting the error.

Error Message	Resolution
The cell you are trying to change is protected and therefore read-only.	Information is being entered in a cell that is protected. Enter the necessary plan information in white fields only. To maintain the integrity of the macros, protection cannot be removed from the FFFS plan application.
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. See the instructions for the required information. Do you want to enter the district information now?	A required data element regarding the district or FFFS allocation has not been entered. Ensure the following information is entered: district, submission date, submission type, contact information, Commissioner name and Commissioner email address.
The amount of TANF funds allocated cannot exceed the Gross amount of funds entered for the program. Additionally, the gross amounts must be entered before entering the TANF allocations.	The gross amount of the program was not entered or the TANF funds entered 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 [program name] must be programmed between [Start Date] and [End Date].	The start date for the program is earlier than the permitted start date. Refer to the FFFS Desk Reference Guide for the allowable program periods.
One of the following errors has occurred: (1) the end date can't be entered before the start date; (2) the end date can't be prior to the start date; or (3) the end date can't be after the TANF cutoff date of 03/31/13.	The end date was entered without a start date, it was entered as an earlier date than the start date, or it was entered as a later date than the cutoff date for TANF funding. Check the start and end dates, correctly enter the dates in the format of MM/DD/YY, and use the Enter or Tab keys to enter the dates in the fields (do not use the mouse to move the cursor to another field).



**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

Error Message	Resolution
The funds programmed under TANF exceed the total FFFS allocation approved, resulting in an over allocation of [amount indicated]. Do you want to correct this error now?	Funds totaling an amount greater than the approved FFFS allocation have been programmed. A negative balance to allocate cannot be submitted for review. Review all allocations entered and reduce as needed.
The funds programmed under TANF do not equal the total FFFS allocation approved, resulting in a balance to allocate of [amount indicated]. Do you want to allocate these funds now?	A variance exists between the total allocation entered and the amount of funding programmed. It is not necessary to correct this if the district elects to have funds in reserve.
Gross Amount must be numeric and cannot be less than the TANF Allocation.	When entering the Gross Amounts, the field will only accept numerical characters. Please check your entry, and reenter numbers only. If you are preparing a plan revision, and you are adjusting the Gross Amounts down, you must first reduce the TANF Allocation to be less than the Gross Amount, then you may change the Gross Amount.
Please note that a TANF allocation has been entered without a Start Date or End Date. Do you want to correct this now?	An allocation has been entered without entering a corresponding start or end date. Enter the missing start or end date.
The number of program start dates does not equal the number of program end dates. Do you want to correct this now?	A program with an allocation is missing a start date or one with a start dates is missing an end date. Review programs with allocations to ensure all have a valid period with a start and an end date.

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2010-2011  
FFFS Plan Application Instructions**

Error Message	Resolution
<p>Child Welfare values are less than the Child Welfare Threshold total of [amount indicated]. Do you want to correct this now?</p>	<p>Child Welfare values are calculated as follows:</p> <p style="margin-left: 40px;">5a. Child Welfare (EAF and 200%) Program 5b. Child Welfare (EAF or 200%) Administration 7a. Title XX Child Welfare <u>± 7d. Title XX Community Optional Preventive Services (COPS)</u> Total Child Welfare values</p> <p>Please correct these program allocations to equal or exceed the Child Welfare Threshold total amount indicated.</p>
<p>The TANF Administration percentage is greater than 23%. Do you want to correct this now?</p>	<p>Reduce TANF Administration lines to be less than 23% of the total allocation. TANF Administration lines include the following:</p> <ul style="list-style-type: none"> <li>• 1b. TANF Services Administration</li> <li>• 1d. Drug/Alcohol (Statutory D/ A Assess/Monitor) Administration</li> <li>• 1f. Statutory Domestic Violence Liaison Function (DVL) Admin</li> <li>• 3b. TAN F Employment Services Administration</li> <li>• 5b. Child Welfare (EAF or 200%) Administration</li> <li>• 5f. PINS/Prevention/Detention Diversion Services Administration</li> <li>• 6. TANF Assistance and Eligibility Administration</li> </ul>