NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	12-LCM-03
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	May 10, 2012
Subject:	2012 Summer Youth Employment Program Allocations
Contact Person(s):	Melissa Alexander (518) 473-3018 Melissa.Alexander@otda.ny.gov
Attachments:	Attachment A – 2012 SYEP Allocations Attachment B – 2012 SYEP SSD Designation Form
Attachment Available On – Line:	Yes

Section 2

I. Purpose

As part of the Governor's comprehensive New York Works Agenda passed by the Legislature and signed by the Governor in December 2011, $25 million in state funds has been made available to support the 2012 Summer Youth Employment Program (SYEP). The purpose of this Local Commissioners Memorandum (LCM) is to notify Social Service Districts (SSDs) of their 2012 SYEP allocation, to provide general program guidance, and to request that each SSD make known to the Office of Temporary and Disability Assistance (OTDA) their decision concerning the administration of this summer's program funds.

II. Background

SYEP has served as a way to introduce youth into the labor market, helping them acquire skills that can be used to improve school performance and become responsible adults. Since many low-income youth face the prospect of a difficult transition into work or college, constructive labor market experiences can provide great benefits. Besides the income it produces, experience in the

labor market and interaction with working adults can help youth perceive why education attainment is important, and help expand their aspirations and career goals.

Since 2005, the Office of Temporary and Disability Assistance (OTDA) has administered SYEP, and has allocated funds to each SSD to support program operations. SSDs can opt to retain their allocation and use local mechanisms (i.e., local contracts, transfer funds between county agencies) to operate the program, or can assign the funds to their local Workforce Investment Board (WIB) to operate the program.

III. Program Implications

Consistent with the budget appropriation language authorizing funds for last year's program and because allocations are supported with state funds and not federal TANF funds, SSDs do not have the option of transferring a portion of their SYEP allocation to their Flexible Fund for Family Services (FFFS). Your 2012 SYEP allocation may only be used to support SYEP activities and services. Further, although state funds will again be used to support this summer's program, agencies are required to follow the same eligibility guidelines as in previous program years. Eligible participants continue to be limited to youth between the ages of 14 and 20 with household income under 200% of the federal poverty level.

IV. Program Activities and Services

SYEP provides youth from low income households with employment opportunities during the summer months. To augment the work component of the SYEP, providers include educational and/or career exploration activities which will better prepare youth as they continue their education and transition to the world of work. Allowable activities and services for the SYEP include work subsidies for youth (payment to employer or third party); education and training; and supportive services such as transportation, counseling and incentive payments. SSDs are encouraged to continue to make special efforts to ensure participation of foster care, juvenile justice and runaway and homeless youth in this summer's program.

V. Allocations

A total of $25 million is available to support the 2012 SYEP. Eighty percent of each SSDs allocation is based on their 2011 allocation, with the balance distributed based on each SSDs share of the statewide number of 14 to 20-year-olds with income under 200% of the federal poverty level. SSD allocations are provided on Attachment A.

VI. Claiming Instructions and Forms for SSD

For SSDs opting to assign all or a portion of the 2012 allocation to WIBs, SSDs will be held liable for funds not used in a manner consistent with the purpose of the SYEP allocation or where funds are due from the WIB. Instances which may result in a payment due to OTDA may include overpayment of claims or disallowances of claims resulting from audits performed by OTDA and other agencies. WIBs will have 30 days from the end of the program [September 30, 2012] (or, after final notification of an audit finding) to repay OTDA. After two attempts, these payments will be recouped by bottom line adjustment on an SSD settlement. OTDA will keep the SSD accounting offices apprised of our attempts to reach the WIBs.

For 2012, SYEP payments will consist of 3 monthly advances of 15%, 35%, and 35% of the allocation for the months of June, July and August. These funds will be sent on, or near, the first of each month. The last 15% of the allocation will be paid as claims are submitted to substantiate payment.

Regulations define non-administrative (program) and administrative costs as follows:

- Non-Administrative (Program) costs are the direct salaries and fringe benefit costs of the staff providing direct services, providing program information to clients, developing employability plans, providing work activities, providing post-employment services, providing work supports, and performing case management services. Non-salary costs of staff performing work activities that are considered programmatic are also allowable program costs. Non-salary costs may include but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts, whose main purpose is to provide services defined as program costs as above, should be considered program as well.
- Administrative costs are the salaries, fringe benefits, and non-salary costs of staff performing activities related to eligibility determinations, preparing program plans, budgets and schedules, monitoring programs and projects, performing procurement activities, providing public relations, performing accounting, legal, payroll and personnel activities, providing management of property, preparing reports and other documents. OTDA has set a 15% spending limitation on administrative costs.

Project expenditures for the 2012 SYEP must be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs and reported on Schedule D in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label "SYEP SSD 2012" on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs."

Salary and non-salary costs of staff may be direct charged to the RF17 claim package or may be identified by time study. Non-salary administrative costs are reported with the appropriate object of expense(s) on the LDSS-923B Summary-Administrative (page 1) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs." Any client-related program costs should be reported as object of expense 19.5 - Work Subsidies for Training on the LDSS-923B Summary-Program (page 2) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Consistent with the definition at 45 CFR 260.31(b) (2) and at 45 CFR 286.10(b) (2), work subsidies mean payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; and includes all expenditures related to operating a subsidized employment program, including the cost of overseeing the program, developing work sites, and providing training to participants.

Total project costs and shares should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)."

Administrative costs may be claimed up to fifteen percent (15%) of the amount allocated to your district for the 2012 SYEP.

Any costs in excess of the allocation should be claimed on the Schedule D-3 "Allocation and Claiming for Administration Costs for Employment Programs," (LDSS-2347-B1).

SYEP 2012 claims must be for services provided during the period May 1, 2012 through September 30, 2012. Expenditures for such services must be made by October 31, 2012, and claims for these expenditures must be submitted no later than December 31, 2012.

Further instructions for completing the time studies, Schedule D, Schedule D-3, and RF17 claim package are found in Chapters 7, 10 and 18 of the Fiscal Reference Manual (FRM) Volume 3 (Volume 4 for NYC). The FRMs are available online at http://otda.state.nyenet/bfdm/finance/.

Claiming Contacts:

Regions 1 – 5 Contact:

Edward Conway (800) 343-8859, extension 4-7549 or (518) 474-7549
Edward.Conway@otda.ny.gov

- **Region 6 Contact:**
  Michael Simon (212) 961-8250
  Michael.Simon@otda.ny.gov

VI. Necessary Action

Each SSD must complete the SYEP SSD Designation Form (Attachment B) to indicate whether SYEP funds will be retained or assigned to the local WIB. By May 24, 2012, send the completed forms to:

Melissa Alexander
New York State Office of Temporary and Disability Assistance
Center for Employment and Economic Supports
40 North Pearl Street – 9 C
Albany, New York 12243
or
Melissa.Alexander@otda.ny.gov
(518) 473-7993 (fax)

For those SSDs opting to assign funds to the local WIB, the appropriate WIB will be notified of the amount of funds available to serve participants from each respective county within their Local Workforce Investment Area. Local WIBs that will operate the 2012 SYEP will receive program guidelines including the necessary claim forms and claiming instructions under a separate letter.

It is extremely important that the SSD Designation Form be submitted by the required due date.

Issued By
Name: Phyllis Morris
Title: Acting Deputy Commissioner
Division/Office: Center for Employment and Economic Supports