



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-14	
To:	Local District Commissioners	
Issuing Division/Office:	Office of Budget, Finance & Data Management	
Date:	December 14, 2012	
Subject:	Claiming Deadlines for Federal and State Reimbursement	
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Attachments:	None	
Attachment Available On – Line:	Not applicable	

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) notifies Social Services Districts (SSDs) of the implementation of claiming deadlines for certain expenditure claims consistent with State Fiscal Year (SFY) 12 –13 State Budget provisions.

II. Background

Pursuant to Chapter 53 of the Laws of 2012, SFY 12 – 13 appropriation authority is available for Federal and State reimbursement of eligible expenditure Public Assistance and Adult Shelter claims provided the SFY 12 - 13 claiming deadlines are met.

Pursuant to Section 4 of Part F of Chapter 58 of the Laws of 2012, the non-federal share of local district Medicaid expenditures for SFY 12-13 and thereafter have been capped and districts were notified of their respective caps in letters from DOH dated July 18, 2012.

Pursuant to the Enacted Budget Bill for Aid to Localities Appropriations for SFY 2012-13, to the extent that the Statewide amount of the non federal share of local district administrative

expenditures is less than the Statewide cap, the Department of Health is authorized to allocate \$23.0 million from the Medical Assistance Administration Program State Local District Administration appropriation, for the purpose of reimbursing certain local social services districts for administrative expenses in excess of such districts' cap amounts as established in the DOH letter from July 18, 2012.

III. Program Implications

Subject to the above provision, Federal and State reimbursement claims for eligible Public Assistance program expenditures paid during the January 1, 2012 through December 31, 2012 period must be final accepted on the Automated Claiming System (ACS) by **March 1, 2013** to obtain Federal and State share reimbursement.

Adult Shelter claims for January 1, 2012 through December 31, 2012 for New York City only must be final accepted on the ACS by **March 31, 2013** in order to receive State reimbursement.

Beginning with the January 2012 claim, there will no longer be state reimbursement for Child Support expenditures on the Schedule D-8 Allocation for Claiming Title IV-D Child Support Activities & Support Collection Unit Expenditures (LDSS-2547). Also, there will no longer be a state share of collections for IV-A and Safety Net Assistance from the Schedule A-1 Title IV-D Summary of Collections and Distributions (LDSS-2517); the SSD's will retain the non-federal share for these categories.

Positive claims for these programs final accepted after the above deadlines will not be paid. Districts will see a reversal of such claims on the monthly RF2 settlement as a bottom line adjustment taking back the amount of the claims. Districts should not submit a negative or reversal claim as a result of these unpaid claims submitted after the deadline. If a district must submit a claim correcting an erroneously submitted claim and the initial claim was not paid because it was submitted after the deadline, then these claims should be identified in the comment field as Correction to Unpaid Claim S_ _ _.

Public Assistance Deadline March 1, 2013 for Calendar Year 2012

- Schedule A Expenditures for Family Assistance (LDSS-187)
 - Line 4 – Federal Share
 - Line 6 - State Share
 - Column 2 – Grand Total

- Schedule C Expenditures for Safety Net Assistance (LDSS-1040)
 - Line 4 – Federal Share
 - Line 6 - State Share
 - Column 2 – Grand Total

- Schedule F Schedule of Costs for Emergency Assistance to Needy Families with Children (LDSS-1285)
 - Line 4 – Federal Share
 - Line 6 - State Share
 - Column 2 – Total

- Schedule H Non-Title XX Service for Recipients (LDSS-4283)
 - Line 16 – Federal Share
 - Line 18 – State Share
 - Column 2 – EAF

Adult Shelter Deadline March 31, 2013 for Calendar Year 2012 – NYC Only

- Schedule B Claiming for Adult Care, EAA and Guide Dogs (LDSS-4744)
 - Line 4 - State Share
 - Column 3 - Private Institutions
 - Column 4 - Public Homes
 - Column 5 – Adult Shelters

Monthly claims for certified Tier II shelters are included in the time limitation noted in the Public Assistance section above. However, certified Tier II shelters are also subject to the deadline in Part 900 of Social Services Regulations.

Reimbursement amounts should not be recorded as due from New York State for claims accepted after the deadlines noted above. However, child support administration expenditures eligible for federal reimbursement will continue to be reimbursed consistent with Federal time limits (01-LCM-8). The total federal TANF expenditure amounts otherwise eligible for reimbursement had claims been received prior to the deadline and total Safety Net (SN) FNP Maintenance of Effort (MOE) expenditures will count towards the TANF Maintenance of Effort.

Instructions for completing Schedules A, B, C, F, and H are found in the Fiscal Reference Manual (FRM) Volume 2, chapter 3 available at:
<http://otda.state.nyenet/bfdm/finance/docs/vol02.pdf>.

Medical Admin Deadline February 1, 2013 for Calendar Year 2012 and prior periods

- Schedule D-4 Calculation of Medical Assistance Eligibility Determination/Authorization/Payments Cost Shares (LDSS-2347-B2)
 - Section I – Calculation of Federal, State and Local Shares
 - Line 12 – State Share
 - Column 2 - Title XIX MA Eligibility
 - Column 3 - Title XIX Family Planning
 - Column 4 - Title XIX Personal Care
 - Column 6 - Working Disabled
 - Line 13 – Local Share
 - Column 2 - Title XIX MA Eligibility
 - Column 3 - Title XIX Family Planning
 - Column 4 - Title XIX Personal Care
 - Section II – A-87 Costs
 - Line 10 – Total Local Share
 - Column 2 - Title XIX MA Eligibility
 - Column 3 - Title XIX Family Planning
 - Column 4 - Title XIX Personal Care
 - Column 6 - Working Disabled
- Schedule D-5 Calculation of Medical Assistance Policy Planning/Administration Cost Shares (LDSS-2347-B3)
 - Section 1 – Calculation of Federal, State, and Local Shares of Administrative Costs
 - Line 10 – State Share
 - Column 2 – Family Planning
 - Column 3 – Planning/Administration
 - Line 11 – Local Share

Column 2 – Family Planning
Column 3 – Planning/Administration
Section 2 – Calculation of A-87 Costs
Line 5 – Local Share
Column 2 – Family Planning
Column 3 – Planning/Administration

- Schedule D-10 Claiming of Fraud & Abuse Administration Costs (LDSS 2347F)
Section 1 – Calculation of Shares of Administrative Costs
Line 9 – State Share
Column 5 – Medical Assistance
Line 10 – Local Share
Column 5 – Medical Assistance
Section 2 – Calculation of Shares for A-87 Costs
Line 8 – Local Share
Column 5 – Medical Assistance
- Schedule D-6 Reimbursement Claim for Training (LDSS 2347-C)
Section 2 – Computation of Federal – State – Local Shares
Line 17 – Total State Share
Column 7 – Title XIX – MA-E/A
Column 8 – Title XIX – MA-PROF/Policy/ADM.
Line 18 – Local Share
Column 7 – Title XIX – MA-E/A
Column 8 – Title XIX – MA-PROF/Policy/ADM.
Section 3 – Computation of A-87 Federal Share
Line 4 – Local Share
Column 7 – Title XIX – MA-E/A
Column 8 – Title XIX – MA-PROF/Policy/ADM.

In order to be counted against the SFY 12-13 ceiling, original and supplemental claims for Medicaid administrative expenditures for effective dates of January through December 2012, and prior period claims, must be accepted by February 1, 2013. Claims accepted after this date will be counted against the SFY 13-14 ceiling.

Based on the claims submitted for payment through February 1, 2013, the Department will establish final expenditure totals for the non-federal share of local district administrative costs for each local district for SFY 2012-13.

The New York State Division of the Budget shall finalize the cap amounts, and authorize payment for any amounts owed from the supplemental funding by March 1, 2013.

Medical Admin Claiming Limitations After March 31, 2012

Effective April 1, 2013, in accordance with provisions established by Section 4 of Part F of Chapter 58 of the Laws of 2012, there will be no reimbursement made for administrative expenditures in excess of each local district's cap amount.

Issued By

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