



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**
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ALBANY, NEW YORK 12243-0001

**Andrew M. Cuomo
Governor**

Local Commissioners Memorandum

Section 1

Transmittal:	13-LCM-02
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	May 8, 2013
Subject:	2013 TANF Summer Youth Employment Program Allocations
Contact Person(s):	Melissa Alexander (518) 473-3018 Melissa.Alexander@otda.ny.gov
Attachments:	Attachment A – 2013 SYEP Allocations Attachment B – 2013 SYEP Local District Designation Form
Attachment Available Online:	Yes

Section 2

I. Purpose

The SFY 2013-14 New York State Enacted Budget appropriates \$25 million in Temporary Assistance for Needy Families (TANF) funds to support the 2013 TANF Summer Youth Employment Program (SYEP). The purpose of this Local Commissioners Memorandum (LCM) is to notify Social Service Districts (SSDs) of their 2013 TANF 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 and the use of their allocation by no later than May 24, 2013.

II. Background

The SYEP is an important mechanism to introduce youth into the workforce, helping them to 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 workforce experiences can provide great benefits. In addition to the income it produces, experience in the workforce and interaction with working adults can help youth recognize the importance of educational achievement, and help expand their education and career goals.

Since 2005, OTDA has administered the SYEP, and has allocated funds to each SSD to support program operations. SSDs may opt to retain their allocation and use district mechanisms (i.e., district contracts, transfer of funds between county agencies) to operate the program, or may assign the funds to their local Workforce Investment Board (WIB) to operate the program. Districts are also allowed to transfer a portion of their allocation to their Flexible Fund for Family Services (FFFS) plan for non-SYEP

purposes, as long as a statewide minimum of \$23 million is used for the SYEP. Therefore, districts will initially be allowed to transfer up to 8 percent of their TANF SYEP funds to their FFFS plan. A review of the statewide total amount of the transfers will be completed when all transfer requests are submitted and final claims have been processed. At that time, exceptions to this percentage may be considered on an individual district basis.

III. Program Activities and Services

The TANF SYEP provides youth from low income households with employment opportunities during the summer months. To augment the work component of the TANF SYEP, providers may 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 TANF 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. Agencies should make a concentrated effort to maximize the number of youth served by this allocation and limit administrative and program staffing expenditures to those essential to program delivery.

IV. Participant Eligibility

Eligible participants include youth ages 14 to 20 that are: Family Assistance (FA) recipients; former FA recipients who have reached their 60-month limit on TANF and have transitioned to Safety Net (SN) Assistance; or are eligible under 200% of federal poverty guidelines in accordance with 00-LCM-20. 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. SYEP providers are encouraged to use the TANF Youth Services Application and Review Form to document eligibility determinations for TANF SYEP participants eligible under 200% of federal poverty guidelines. A modified application may be used by providers if it captures all the information included on the Youth Application. Additional information regarding eligibility requirements will be provided when the 2013 TANF SYEP Guidelines and Reporting Requirements are released.

V. Allocations

A total of \$25 million is available to support the 2013 TANF SYEP. Eighty percent of each SSD's allocation is based on their 2012 allocation, with the balance distributed based on each SSD's share of the statewide number of 14 to 20-year-olds residing in households 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 their 2013 allocation to WIBs, SSDs will be held liable for funds not used in a manner consistent with the purpose of the TANF SYEP allocation or where funds are due from the WIB. Instances which may result in a payment due to OTDA 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, 2013) or from the date of 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 a fiscal settlement with the WIBs.

For 2013, TANFSYEP 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.

Federal 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, work subsidies for eligible program participants, 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 are considered program as well. Agencies should limit the amount of program costs necessary to operate the TANF SYEP to maximize the amount of funds available to pay participant wages.
- 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, and preparing reports and other documents. OTDA has set a 15% spending limitation on administrative costs.

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.

Project expenditures for the 2013 TANF 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 2013" 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."

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 15% of the amount allocated to your district for the 2013 TANF SYEP. Any administrative costs in excess of the 15% limit should be claimed on the Schedule D-3 "Allocation and Claiming for Administration Costs for Employment Programs," (LDSS-2347-B1).

2013 TANF SYEP claims must be for services provided during the period May 1, 2013 through September 30, 2013. Expenditures for such services must be made by October 31, 2013, and claims for these expenditures must be submitted no later than December 31, 2013.

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. The FRMs are available online at <http://otda.state.ny.net/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

VII. Necessary Action

Each SSD must complete the TANF SYEP SSD Designation Form (Attachment B) to indicate if funds need to be transferred to the district's FFFS plan and whether TANF SYEP funds will be retained or assigned to the local WIB. By May 24, 2013, 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 – 11D

Albany, New York 12243 or
Melissa.Alexander@otda.ny.gov
(518) 473-6207 (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 2013 TANF SYEP will receive program guidelines including the necessary claim forms and claiming instructions under a separate letter. If opting to assign TANF SYEP funds to the local WIB, the SSD is expected to work closely with the WIB to develop appropriate referral mechanisms to serve high need youth, including youth in foster care, youth involved in the juvenile justice system and runaway and homeless youth.

It is extremely important that the SSD Designation Form be submitted by the required due date of May 24, 2013.

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports