



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

Andrew M. Cuomo  
Governor

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Commissioner

## Local Commissioners Memorandum

### Section 1

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| <b>Transmittal:</b>                    | 13-LCM-05   |
| <b>To:</b>                             | Local District Commissioners  |
| <b>Issuing Division/Office :</b>       | Office of Budget, Finance & Data Management   |
| <b>Date:</b>                           | July 2, 2013  |
| <b>Subject:</b>                        | Claiming Deadlines for Federal and State Reimbursement  |
| <b>Contact Person(s):</b>              | Ed Conway (Regions 1-5)<br>1-800-343-8859, ext 4-7549<br><a href="mailto:Edward.Conway@otda.ny.gov">Edward.Conway@otda.ny.gov</a><br>Michael Simon (Region 6)<br>212-961-8250<br><a href="mailto:Michael.Simon@otda.ny.gov">Michael.Simon@otda.ny.gov</a> |
| <b>Attachments:</b>                    | None  |
| <b>Attachment Available On – Line:</b> | 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) 13-14 State budget provisions.

#### II. Background

Pursuant to Chapter 53 of the Laws of 2013, SFY 13-14 appropriation authority is available for federal and State reimbursement of eligible public assistance and adult shelter expenditure claims, provided the SFY 13-14 claiming deadlines are met.

Pursuant to Section 4 of Part F of Chapter 58 of the Laws of 2013, the federal and non-federal shares of SSDs' Medical Assistance Administration expenditures for SFY 13-14 and thereafter have been capped. SSDs were notified of their respective non-federal caps in letters from the Department of Health (DOH) dated July 18, 2012.

Pursuant to the Enacted Budget Bill for Aid to Localities Appropriations for SFY 2013-14, to the extent that the Statewide amount of the non-federal share of SSDs' administrative expenditures is less than the Statewide cap, DOH is authorized to allocate \$23.0 million from the Medical Assistance Administration Program State Local District Administration appropriation, for the purpose of reimbursing certain SSDs for administrative expenses in excess of such districts' cap amounts as established in the DOH letter dated July 18, 2012.

### III. Program Implications

Subject to the above provision, in order to obtain federal and State share reimbursement, federal and State reimbursement claims for eligible public assistance program expenditures paid from January 1, 2013, through December 31, 2013, must be final accepted on the Automated Claiming System (ACS) by **March 3, 2014**.

For New York City only, adult shelter claims for January 1, 2013, through December 31, 2013, must be final accepted on the ACS by **March 31, 2014**, in order to receive State reimbursement.

Reimbursement claims for these programs for the January 1, 2012, through December 31, 2012, period for eligible expenditures incurred by SSDs located in areas that were deemed disaster areas resulting from Superstorm Sandy should be submitted as soon as possible, but no later than **December 31, 2013**.

Positive claims for these programs final accepted after the above deadlines will not be paid. SSDs will see a reversal of such claims on the monthly RF2/2A settlement as a bottom line adjustment. SSDs should not submit a negative or reversal claim in the ACS as a result of these unpaid claims submitted after the deadline. If an SSD 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 3, 2014, for Calendar Year 2013

- 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, 2014 for Calendar Year 2013 – NYC Only**

- Schedule B Claiming for Adult Care, EAA and Guide/Service 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 for claims accepted after the deadlines noted above. The total federal TANF expenditure amounts otherwise eligible for reimbursement had claims been received prior to the deadline and total Safety Net Assistance (SNA) 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 Claiming Limitations After March 31, 2013**

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 SSD's cap amount. The administrative cap amounts established for each SSD for CY 2012 will remain in effect for CY 2013.

## **Medical Admin Deadline February 3, 2014 for Calendar Year 2013 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 8 – Federal Share
      - Column 2 - Title XIX MA Eligibility
      - Column 3 - Title XIX Family Planning
      - Column 4 - Title XIX Personal Care
      - Column 6 - Working Disabled
    - 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 8 – Federal Share
      - Column 2 - Title XIX MA Eligibility
      - Column 3 - Title XIX Family Planning
      - Column 4 - Title XIX Personal Care

Column 6 - Working Disabled  
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 8 – Total Federal Share  
Column 2 – Family Planning  
Column 3 – Planning/Administration  
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 4 – Federal Share  
Column 2 – Family Planning  
Column 3 – Planning/Administration  
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 7 – Federal Share  
Column 5 – Medical Assistance  
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 7 – Federal Share  
Column 5 – Medical Assistance  
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 12 – Federal Share  
Column 7 – Title XIX – MA-E/A  
Column 8 – Title XIX – MA-PROF/Policy/ADM.  
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 3 – Federal Share

Column 7 – Title XIX – MA-E/A

Column 8 – Title XIX – MA-PROF/Policy/ADM.

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 13-14 ceiling, original and supplemental claims for Medical Assistance administrative expenditures for effective dates of January 1 through December 31, 2013, and prior period claims, must be accepted by **February 3, 2014**. Claims accepted after this date will be counted against the SFY 14-15 ceiling.

The deadline for claiming SFY 12-13 State Medical Assistance administrative expenditures was extended from February 1, 2013 to February 8, 2013. Therefore, State Medical Admin claims for SFY 13-14 shall be those accepted beginning **February 9, 2013**.

Instructions for completing Schedules D-4, D-5, D-10 and D-6 are found in the Fiscal Reference Manual (FRM) Volume 3, chapters 11, 12, 16 and 13 available at:  
<http://otda.state.ny.net/bfdm/finance/docs/vol03.pdf>

Based on the claims submitted for payment through February 3, 2014, DOH will establish final expenditure totals for the federal and non-federal share of SSD administrative costs for each SSD for SFY 2013-14.

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, 2014.

**Issued By**

**Name: Nancy Maney**

**Title: Director**

**Division/Office: Office of Budget, Finance & Data Management**