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Local Commissioners Memorandum

Section 1

Transmittal:	14-LCM-06
To:	Local District Commissioners
Issuing Division/Office :	Office of Budget, Finance & Data Management
Date:	May 13, 2014
Subject:	Submission of TANF Claims/FFFS Plans
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Attachments:	None
Attachment Available On – Line:	Not Applicable

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts of a June 30, 2014 deadline for the submission of Temporary Assistance for Needy Families (TANF) Special Project claims, RF2 - Monthly Statement of Assistance Expenditures and Claims for Federal and State Aid (LDSS-1272), and RF2A - Monthly Statement of Administrative Expenditures Federal and State Aid (LDSS-1272A) TANF expenditures identified in Section 2 III: Program Implications for expenditures through September 30, 2013. The June 30, 2014 deadline also applies to Flexible Fund for Family Services (FFFS) plan revisions for corresponding expenditures through September 30, 2013. Please note Title XX and Child Care Block Grant (CCBG) transfer amounts cannot be changed.

This deadline does not apply to Child Welfare and Non-Residential Domestic Violence claims which had a March 31, 2014 deadline.

II. Background

Social services districts are advised that TANF Special Projects claims for expenditures for the period October 1, 2012 through September 30, 2013 must be submitted by June 30, 2014 to the OTDA Bureau of Financial Services as applicable via the RF-17 Claim Package in the

Automated Claiming System. Applicable expenditures submitted through the Automated Claiming System must be in final accept status by June 30, 2014.

For Child Welfare and Non Residential Domestic Violence FFFS 2013 related programs, the deadline was March 31, 2014 with the exception of PINS/Prevention/Detention Diversion Services within FFFS which have a deadline of March 31, 2016. These claiming deadlines are established in order to evaluate the status of spending for obligations established at the State level for the Federal Fiscal Year (FFY) 2012/2013.

As allocations are announced to social services districts, OTDA reports those allocations as an obligation(s) on the TANF Federal Financial report. In order to determine the amount of Federal funds that will be liquidated, the State needs to have final claims by June 30, 2014 for all expenditures made from October 1, 2012 through September 30, 2013 even if the program continues past that date. The same principle applies to FFFS plan expenditures with ending dates of September 30, 2013 since obligations were established for the TANF FFY 2012/2013 grant based on dates established in approved social services district FFFS plans. As social services districts revise their FFFS plans and allocations are changed on these plans, OTDA needs to modify obligation(s) reported to the Federal government.

III. Program Implications

Expenditures for the following projects made by social services districts for the period October 1, 2012 through September 30, 2013, must be entered and finalized in the RF17 by June 30, 2014.

SOLUTIONS 11
DET PREV FFFS 13
DET PREV TANF 10
FFFS 2013 PLAN 9
GREEN JOBS 2
HEALTH CARE JOBS 2
NON-RECURRENT FFFS 13
NON RES DV 9,10,11 and 12
TRANSITIONAL JOBS 2
TRANSPORTATION INITIATIVE

Claims for expenditures made through September 30, 2013, will not be reimbursed if submitted after June 30, 2014.

The June 30, 2014 deadline also applies to certain Schedule D - DSS Administrative Expense Allocation and Distribution by Function and Program (LDSS-2347) related TANF costs reported on the Schedule D-2 Allocation For Claiming General Services Administration Expenditures (LDSS-2347-B), Schedule D-3 Allocation And Claiming Of Administrative Costs For Employment Programs (LDSS-2347-B1), Schedule D-6 Reimbursement Claim For Training (LDSS-2347-C) and Schedule D-10 Claiming Of Fraud & Abuse Administrative Costs (LDSS-2347-F). These costs, which do not constitute the provision of client assistance benefits under Federal TANF rules, also must be liquidated by June 30, 2014. Because the TANF deadline does not apply to the other programs reported on these schedules (for example, FSE&T), the districts should continue to submit such claims for periods prior to October 1, 2013, after the June 30, 2014 deadline. While we will continue to settle the non-TANF portion of these claims after the June 30, 2014 deadline, subject to the claiming rules of the specific program (e.g., two-year claiming limit), the TANF amounts will not be applied toward the FFFS ceiling because they

are beyond the deadline. Any necessary adjustments will be made at the State level to the FFFS Ceiling Report.

This deadline also applies to non-assistance costs claimed on the Schedule H - Non Title XX Services for Recipients (LDSS 4283) Columns 3 through 11. Non-assistance costs claimed on Schedules A, C, F and Schedule H Column 2 had a claiming deadline of March 3, 2014, per [13-LCM-05 Claiming Deadlines for Federal and State Reimbursement](#).

IV. **FFFS Plan Revisions**

Plan revisions need to take into consideration expenditures through September 30, 2013. In addition, a plan revision needs to be submitted if a social services district's end date for any category does not indicate sufficient expenditures to liquidate the balance of the allocation. Submission of these plan revisions is necessary in order to notify OTDA of the funds that must be obligated against the proper TANF Federal Fiscal Year. Plan revisions will be reviewed and approved based on adequate statewide obligation balances. If there are insufficient obligation balances, each district's option would then be to adjust federal/state/local shares within a specific category. Below are two examples using the TANF Employment category for which there would be a need to revise the plan.

Example 1: A social services district has allocated \$10,000 to TANF Employment and expended \$12,250 by September 30, 2013. A plan revision is needed to increase the allocation to \$12,250, if the district expects payment for the additional \$2,250. In order to complete this revision, the district must have available allocation in another category which can be transferred to the Employment category.

Example 2: A district allocates \$15,000 for TANF Employment for the period April 2013-March 2014 and only expects to expend \$9,500. A plan revision is needed to either extend the end date, or move \$5,500 over allocated in TANF Employment to another category which is over expended.

After June 30, 2014, no FFFS plan revisions for the State Fiscal Year 2013-14 will be considered for expenditures prior to October 1, 2013.

Issued By

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