Introduction

A file application was developed in Microsoft Excel that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file, which will be referred to as Template throughout these instructions, is teal for the 15-16 FFFS Plan Year.

During the FFFS 15-16 plan year, submission, revisions and corrections to the Template will be made in SharePoint. Please refer to the separate SharePoint instructions (located in the Shared Documents library in SharePoint) on how to open, access, edit, save or submit the Template.

In order to navigate throughout the Template, the macros, which automates frequently used tasks, must be enabled. To enable the macros follow the steps below:

1. For users of Microsoft Office 2007
   a. The FFFS Plan Main Menu is displayed when the Template is opened, but security needs to be set each time Excel is opened. Underneath the ribbon (toolbar), the following security warning is displayed:

   ![Security Warning in Excel 2007]

   b. Click “Options” and the Microsoft Security Options dialog box will be displayed. Choose the “Enable this content” button to enable to macros. (see image on following page)
2. For users of Microsoft 2010

   a. The FFFS Plan Main Menu is displayed when the Template is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon, the following security warning is displayed:

   b. Click Enable Content
Main Menu

Once the macros have been enabled you will be able to enter data, and view and print different pages of the Template. The Main Menu is the central point of the Template which will allow users to navigate from one section to the next.

The Main Menu is divided into 3 sections. The sections include:

- **Create Reports**: this section is for data entry, contains unlocked cells, and will allow for districts to distribute their FFFS allocation to different program areas.
- **View Reports**: this section is for viewing only. All the cells in this section are locked and no data can be entered. Data that was entered in the Create Reports section will flow through to the View Reports section.
- **Print Reports**: This section is for printing only. Clicking on any of the buttons in this section will not open up any pages but instead, will automatically send the page selected to print.
Each section has several buttons that can be clicked on in order to move from one page on the Template to the next. The Create Reports section and buttons will be what is primarily discussed in these instructions.

In addition, the Template contains several edits which assist in ensuring the information entered is correct. These edits appear as pop up dialog boxes if any of the information entered does not comply with FFFS requirements.

To avoid errors, please adhere to the following:

- Do not copy and paste cells
- Do not cut and paste cells
- Do not insert rows
- Do not delete rows
Prior to saving the information entered on the Template, RETURN TO THE MAIN MENU. This will ensure the Main Menu is displayed the next time the Template is opened.

**District Information Button**

Certain data on the District Information page of the 15-16 FFFS Plan must be entered. Required information is entered in the white fields and must be completed prior to submitting the plan. Attempting to enter data in fields that are not white will result in an error message. Use the Tab key to navigate between the fields that are required. The District Information Data Page can be printed by clicking the button labeled Print This Page in the upper left hand corner.

To enter this information on the District Information Data page a user should:

1. Click on the District Information button located on the Main Menu page. The District Information Data Page is displayed.
2. Enter required data into the white fields. The required data includes:
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a. Submission Date: Enter the date the Template will be submitted for approval. If the plan is being resubmitted because it was returned and the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being submitted. **It is very important that with each Plan submission, the submission date be updated.**

b. Submission Type: Select the type of submission being used. The selections include:
   - Funding only: for revised plans amending only the allocations
   - Project Details only: for revised plans amending only the Project Details for TANF Services, Non-Recurrent, and TANF Employment Page (examples: changing a project name, changing a project type)
   - Funding and Project Details: for revised plans amending allocations and project information on the Program Allocations page and the Project Details page

c. Contact Name: The name of the district’s FFFS contact person

d. Contact Phone and Extension: The phone number of the FFFS contact as 10 digits, without dashes, spaces, or parenthesis; enter an extension if applicable

e. Contact Email: the email address of the FFFS contact

f. Commissioner: The district’s Commissioner’s name will also serve as the Commissioner’s signature in agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA

g. Commiss. Email: The email address of the Commissioner; this field is locked and if changes are needed, contact Ed Conway or Elida Tomasulo.

Note: If any updates are needed to the fields described in c through g above, please contact Ed Conway at Edward.Conway@otda.ny.gov or Elida Tomasulo at Elida.Tomasulo@otda.ny.gov

3. Once all required information has been entered, click the button labeled Return to Main Menu to continue. If any required information is missing, a pop up box will be displayed indicating information is incomplete. Click on the appropriate field on the District Information Data Page to complete the district information or to continue to the Main Menu.

4. For subsequent amendments to the plan, it is necessary to click the button labeled Reset Submission Information in the upper right hand corner of the District Information Data Page. This will delete the Submission Date and Type and reset information not seen by the user.
Program Allocations Button

Program allocations need to be entered on the Program Allocations Page. Entries on this page can be made in white fields only. FFFS allocations for lines 1a-1j, line 2, and line 3 are entered on the Project Details for TANF Services, Non-Recurrent, and TANF Employment page. How to complete entries on the Project Details page are explained beginning on page 12 of these instructions.

To make entries on the Program Allocations page, a user should:

1. From the Main Menu, click the button labeled Program Allocations. A pop up box will be generated to inform districts of the requirement to complete corresponding TRACS 2 Plans. Without the required program information in TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services, district plans will not be approved. See the FFFS 15-16 ADM for details regarding program plan requirements.

2. After clicking OK in the TRACS 2 Program Information pop up box, the TANF Allocation Plan Data Page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. The TANF Allocation Plan Data Page can be printed by clicking the button labeled Print This Page in the upper left hand corner. Remember, to avoid errors, please adhere to the following:
   - Do not copy and paste cells
   - Do not cut and paste cells
   - Do not insert rows
   - Do not delete rows

3. Enter the gross amounts first, followed by the TANF allocation amounts, for the programs to be funded through FFFS.

4. Districts should then enter Admin Costs and Program Costs where appropriate. The allocations should be considered in the order most appropriate to district circumstances. The Balance to Allocate will be displayed in the upper section of the page.

Note: If funds are to be directed to state administered contracts or programs, the information must be entered on the State Administered Contracts List. The total amount to be set aside for these contracts or projects will be added to the TANF Allocation Plan Data Page and subsequent pages once the list is complete.
Once all relevant information has been entered, click the button labeled Return to Main Menu to continue. If any relevant information is incomplete, a pop up box will be displayed, indicating information is missing. Click the appropriate button in the dialog box to complete the plan information or to return to the Main Menu.

*Allocations for lines outlined in red (1a-1j, 2, & 3) are not directly entered on the Program Allocations page. This information must be entered on the Project Details page as described in these instructions.

State Administered Contract List and Revenue Intercept Authorization Buttons
The State Administered Contract List and the Revenue Intercept Authorization need to be completed only if funds are allocated for contracts or projects that are administered on the State level. If no FFFS funds are being used for this purpose these pages do not need to be completed. To complete these pages a user should:

1. From the Main Menu, click the button labeled State Administered Contract List. The State Administered Contract List page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. To print the contract listing, return to the Main Menu and click the button labeled State Administered Contract List under the Print Reports section.

2. The following information must be entered for the funding to be set aside for the State contracts or projects:
   a. Program: enter the contract or program that is to be funded
   b. Provider: enter the provider that is to receive FFFS funding
   c. TANF Allocation: enter the amount of the FFFS funding that is to be set aside for the contract.

3. To continue once all relevant information has been entered, click the button labeled Return to Main Menu. A dialog box will be displayed as a reminder to complete the Contract or program being funded
   Provider receiving the FFFS funding
   FFFS $ set aside to support program
Revenue Intercept Authorization. If this Authorization is not completed, the district plan will not be approved. Click the appropriate button in the pop up box to complete the Revenue Intercept Authorization or to continue to the Main Menu.

4. If funds from the FFFS allocation are to be directed to administer State contracts or projects, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled Revenue Intercept Authorization. The following dialog box is displayed to highlight the terms of the Revenue Intercept Authorization.

5. Click ‘OK’ to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled Agree at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. If the district does not agree with the Authorization, click the Disagree button; this will remove any information previously entered on the Revenue Intercept Authorization. However, clicking Disagree will not delete any data entered on the State Administered Contract List. If districts decide not to allocate funds to State administered contracts, any information entered must be removed from the State Administered Contracts List page.

6. Once finished, click the button labeled Return to Main Menu to continue. To print the Authorization, click the button labeled Revenue Intercept Authorization under the Print Reports section on the Main Menu.
Choose agree or disagree to authorize FFFS $ to support State administered contracts.

Project Details for TANF Services, Non-Recurrent and TANF Employment Button

Districts that allocate FFFS funds from their SFY 15-16 funding to Services projects (FFFS Plan Detail screen Lines 1a. through 1j.), Non–Recurrent Costs (Line 2) and/or to Employment programs (FFFS Plan Detail screen Line 3) must use TRACS 2 to provide program and budget information on each project. In addition, districts must enter the corresponding project details in the Template on the page called ‘Project Details for TANF Services, Non-Recurrent & TANF Employment’. The button to access this page can be found on the Main Menu under the Create Reports Section (see below). All information entered on this page will be used to populate the Program Allocations page.
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Note: The screen shot above shows only a portion of the Project Details Page.

1. **COLUMN A, Project/Program Name**
   For the TANF Services, Non-Reccurrent Costs, and TANF Employment sections on this page, districts will enter the name of the project in this field. The name users enter in Column A should also reflect the project name used in TRACS 2.

2. **Column B, State Project Type**
   From the drop down list provided, select the appropriate project type for the project listed in COLUMN A under the Non-Recurrent and TANF Employment categories. For TANF Services Non-Reccurrent Costs, the project type will auto-fill with ‘Non-Temp. Assistance Emergency/Diversion’.
3. **Column C, Federal Project Type**
   This column is used only for TANF Services for the 15-16 FFFS Plan Year and should be completed as follows:
   - Districts must choose a federal project type from the dropdown list for all TANF Services projects listed in Column A of the TANF Services section. Definitions for federal project types can be found in the current year ADM.
   - Column C is not applicable to TANF Services Non-Recurrent Costs or TANF Employment and has been grayed out in these sections.

4. **Column D, SFY 15-16 Program Costs**
   Districts should enter the 15-16 FFFS allocation to be spent on Program costs on each project listed in Column A during the 15-16 SFY time period (4/1/15-3/31/16). If there are any administrative costs associated with the project those amounts should be entered in Column E.

5. **Column E, SFY 15-16 Admin Costs**
   Districts should enter the 15-16 FFFS allocation to be spent on Administrative costs on each project listed in Column A during the 15-16 SFY time period (4/1/15-3/31/16). If there are any Program costs associated with the project those amounts should be entered in Column D.

6. **Total of Column D & Column E**
   No entries are needed in this column as it is auto-calculated by Excel. The amount in this column should be entered for each corresponding project in the 2015 TRACS 2 Plan project budget fields.

All budget information entered on the Project Details for TANF Services, Non-Recurrent, and TANF Employment Page will be rolled up based on Project Category (Services, Non-Recurrent, or Employment). In addition, for TANF Services projects, budgets will be rolled up based on federal project types. The roll up amounts will carry over to the Program Allocations page of the FFFS Plan.

Note: Amounts and federal project types can only be changed on the Project Details Page. If districts try to make changes or input data for TANF Services (lines 1a-1j), TANF Non-Recurrent Costs (line 2), and/or TANF Employment (line 3), they will be unable to do so.
Viewing the Summary and Detail Plan Reports and the Plan Certification

1. From the Main Menu, click the button corresponding to the report to be displayed under the View Reports section. Please note that any changes to allocations cannot be made on these pages. The reports that can be viewed contain the following information:
   - Flexible Fund Plan Summary: this report rolls up allocations for program and administration amounts into one total
   - Flexible Fund Plan Detail: this report also computes the administration percentages and the Child Welfare Threshold.
   - Flexible Fund Plan Certification: this certification provides the terms of the FFFS allocation and indicates the district’s agreement to these terms. Do not sign and mail or fax the Certification to OTDA. Completion of the document electronically is sufficient.

2. Once the review is complete, click the Return to Main Menu button to continue.

Printing Plan Reports

On the Main Menu, under the Print Reports section, there are six options available to print the FFFS reports and documents. Each report can be printed separately, by clicking the appropriate button, or all reports can be printed together, by clicking the button labeled Print All Plan Reports. It is not necessary to change the print settings as they have been incorporated into the print settings and saved in the Template. It is also not necessary to print any reports and mail them to OTDA.

Submitting the Completed Plan

Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be submitted through SharePoint for review and approval by OTDA and OCFS. It is not necessary to print, sign, mail or fax any FFFS reports generated from the Template to OTDA. Completion of the Template electronically is sufficient.

Resetting and Preparing the Template for Amendments

1. When a plan amendment is to be submitted, click the button labeled District Information from the Main Menu. Once the District Information Data Page is displayed, click the button labeled Reset submission information in the upper right hand corner. This will delete the submission date and type from the amendment. This step must be completed as it resets other data not seen by the user.
2. Once the information has been cleared from the District Information Page, begin the plan amendment by entering the Submission Date and Submission Type.

3. On the TANF Allocation Plan Data page, there are options for clearing certain information from a completed plan. These functions can be used when preparing subsequent amendments to the FFFS plan. It is not necessary to use these buttons to delete information, but they may be helpful if several programmed amounts are to be changed.

4. After any of these buttons are clicked, a confirmation box will be displayed. If the information is to be cleared, proceed by clicking “Yes”. If the information is to be retained, click “No”. Note that once “Yes” is clicked, the function cannot be reversed and the information cannot be recovered.

5. If any amendments are to be made to the funding for State administered contracts or programs, the changes must be entered on the State Administered Contract List. If all funding is to be pulled from State administered contracts, click the button labeled Reset Contracts Data and all information will be cleared from the contracts list. The Revenue Intercept Authorization must also be updated; click Agree to update the Authorization.

6. If any changes are to be made to the funding allocated to TANF Services (lines 1a-1j), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (line 3), appropriate changes must be made to the program information in TRACS 2.

7. If any changes are to be made to funding allocated to TANF Services (lines 1a through 1j), TANF Services Non-Recurent Costs (line 2), or TANF Employment Services (line 3), changes must be made to the Project Details for TANF Services, Non-Recurrent and TANF Employment page. Please note that the project details included with the initial approved plan will remain listed. Only changes need to be made.