



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

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Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	15-LCM-04
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office :</b>	Center for Child Well-Being Division of Child Support Enforcement (DCSE)
<b>Date:</b>	April 28, 2015
<b>Subject:</b>	Noncustodial Parent (NCP) Employment Program
<b>Contact Person(s):</b>	<b>Child Support</b> - Monique Rabideau (518) 474-0997, Monique.Rabideau@otda.ny.gov  <b>Claiming</b> – Region 1-5 – Edward Conway (518) 474-7549, Edward.Conway@otda.ny.gov Region 6 – Michael Simon (212) 961-8250, Michael.Simon@otda.ny.gov
<b>Attachments:</b>	<a href="#">Attachment 1–Application Cover Page</a> <a href="#">Attachment 2-Program Narrative</a> <a href="#">Attachment 3-Budget Form</a> <a href="#">Attachment 4-Budget Narrative</a> <a href="#">Attachment 5-Budget Instructions</a>
<b>Attachment Available On – Line:</b>	

### Section 2

#### I. Purpose

This local Commissioners Memorandum (LCM) provides Social Services Districts (SSDs) with information regarding the opportunity to apply for funding to support a Noncustodial Parent (NCP) Employment Program – hereafter referred to as the NCP Employment Program. The funds available through this initiative are for a court-based referral and compliance monitoring program designed to address underemployment and unemployment among noncustodial parents, promote timely and consistent payment of child support, and improve the financial stability of custodial parents to support better outcomes for their children.

## II. Background

According to the 2009 US Census Bureau report entitled, “Custodial Mothers and Fathers and Their Child Support: 2009” child support is a critical source of income for custodial families. As recently reported by the Federal Office of Child Support Enforcement, for custodial parents below poverty receiving child support, child support represented 45% of their average income as compared to custodial parents above the poverty line, where child support represented 16% of their average income.<sup>1</sup> Receiving child support assists custodial parents to become and remain self-sufficient.

New York is home to a large population of low-income NCPs, many of whom struggle to meet their child support obligations and support their children financially. Many NCPs are willing to meet their child support obligations but lack the education, training, work experience or job seeking skills to find stable employment. Thus, an initiative such as the NCP Employment Program is intended to assist NCPs to identify and address barriers to their ability to financially support their children.

## III. Program Implications

### A. Funding

A total of \$400,000 in Temporary Assistance for Needy Families (TANF) funds will be used to provide funding to support up to ten (10) SSD programs.

OTDA reserves the right to award funds by geographic region to reach underserved areas. The geographic distribution of funds will be considered in the event that an underserved region is identified by OTDA.

OTDA reserves the right to fund proposals for more or less than the requested amount and to determine the number of proposals funded based on the number and quality of proposals submitted.

### B. Program Period

The initial program period will run for a one-year period beginning August 1, 2015 with the option to extend for up to an additional two years contingent on the availability of the TANF funds. Funds are subject to federal availability and State appropriation authority.

### C. Eligible Applicants

Only SSDs will be allowed to apply for this funding.

### D. Eligible Participants

Noncustodial parents who are unemployed or who are working less than 20 hours per week; who are recipients of public assistance or whose incomes do not exceed 200 percent of the federal poverty level; and who have a child support order payable through the support collection unit of a social services district.

Additional eligibility requirements for purposes of establishing TANF eligibility for participants may be found in 00-LCM-20.

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<sup>1</sup> *The Story Behind the Numbers – Custodial Parents and Child Support Receipt*, Federal Office of Child Support Enforcement Fact Sheet Series Number 2, February 28, 2013.

## **E. Eligible Services**

Services and expenses related to providing intensive employment and other permissible services. SSDs will develop a program that aims to provide services that best meet the needs of underemployed and unemployed noncustodial parents. Services may include, but are not limited to, the following:

- Child support case assistance;
- Career counseling and development;
- Employment assessments;
- Parenting education;
- Education and training;
- Job search;
- Job placement;
- Job retention; and
- Non-medical services/referrals to address barriers to employment (e.g., substance abuse, housing).

## **F. Funding Priorities**

Priority will be given to applications submitted by an SSD that:

- Demonstrate the ability of the SSD to effectively implement or coordinate a Noncustodial Parent Employment Program;
- Demonstrate that the SSD has an established network of community-based supportive services;
- Demonstrate that SSD has commitment from family court to support the implementation of a court-based referral process;
- Address the variety of needs associated with NCP underemployment and unemployment;
- Provide a minimum of 10% matching funds;
- Contain an evaluative component to their submission; and
- Agree to cooperate with all OTDA evaluation efforts.

## **G. Application Format**

Each NCP Employment Program application must include the following:

1. Application Cover Page (Attachment 1)
2. Program Narrative (Attachment 2)

Narratives must not exceed 5 pages in 12 inch font using standard one inch margins. Supporting documents are not included in this limit. The narrative should address the following:

- a. Services to be provided and specific goals to be achieved.
- b. Eligible populations targeted for services.
- c. How and from where NCPs will be recruited.
- d. How services enable individuals to obtain and maintain employment.
- e. Organizations that will be involved in the delivery of services and their specific roles.
- f. Number of participants to be served by the program.
- g. How outcomes will be measured.
- h. Description of past and/or present experiences of the SSD or project partner organizations in providing employment services.
- i. How the 10% matching funds will be obtained.

3. Budget Form and Budget Narrative (Attachments 3 and 4)

All applications must include a completed Budget Form and a Budget Narrative to describe the costs included. If an SSD plans to subcontract with another agency or organization a separate Budget Form and Budget Narrative must be submitted for each subcontractor.

**H. Evaluation and Selection Process**

Each application will be reviewed by a committee of OTDA representatives. Applications will be evaluated based on responses to a - i in Section G.2., the reasonableness of proposed costs, and the degree to which funding priorities in Section F have been met.

It is anticipated that awards will be made on, or about, July 1, 2015.

**I. Due Date and Forwarding Instructions**

Applications must be received by OTDA by June 1, 2015. Completed applications may be emailed to Monique Rabideau at [Monique.rabideau@otda.ny.gov](mailto:Monique.rabideau@otda.ny.gov), or mailed to her at:

NYS Office of Temporary and Disability Assistance  
Division of Child Support Enforcement  
40 North Pearl Street, 13C  
Albany, New York 12243-0001

District Commissioners will receive an email confirming receipt of the submitted application and are required to contact OTDA no later than two business days after the application due date if a confirming email was not received and the district submitted an application.

**IV. Reporting Requirements**

Programs shall submit, on a quarterly basis, a report, in narrative format, or as otherwise required by OTDA, summarizing the services rendered during the quarter. The report should provide the number of NCPs served; address all goals and objectives of the project; and include a discussion of problems encountered and steps taken to solve them.

Programs shall submit, on a quarterly basis, a report, in tabular format, or as otherwise required by OTDA, analyzing the quantitative aspects of the program (e.g., number of NCPs served, amount of child support paid, number of referrals received, etc.).

**V. Claiming Instructions**

Expenditures for the NCP Employment Program should be claimed through the RF-17 (Claim Package for Special Project Claiming). The costs will be identified as F17 functional costs and initially reported on the LDSS-2347 Schedule D (DSS Administrative Expenses Allocation and Distribution by Function and Program) in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label NCP Employment Program on the LDSS-4975A (Worksheet Distribution of Allocated Costs to Other Reimbursable Programs).

NCP Employment Program salary and fringe benefit costs should be included in the F-17 column of the Schedule D of the RF2A claiming package and in the NCP Employment Program column of the LDSS-4975A. Employees working part time on the NCP Employment Program must maintain time studies to support the salary and fringe benefit costs allocated to the program. Instructions for completing time studies can be found in the Fiscal Reference Manual (FRM) Volume 3 Chapter 4.

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." Non-salary parent costs should be reported as object of expense 37 "Special Project Program Expense" on page 2 of the LDSS-923B "Summary Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs". The costs are carried forward to the LDSS-4975A and claimed on the LDSS-4975 (Monthly Statement of Special Project Claims Federal and State Reimbursement).

Expenditure claims must be submitted monthly for expenditures incurred beginning August 1, 2015 through July 31, 2016. Final expenditure claims must be submitted by September 15, 2016.

Further instructions for completing the Schedule D and RF17 claim package are found in chapters 7 and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at <http://otda.state.ny.net/bfdm/finance/>

**Issued By**

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