

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2016-2017  
FFFS Plan Template Instructions**

## 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 purple for the 16-17 FFFS Plan Year.

During the FFFS 16-17 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:



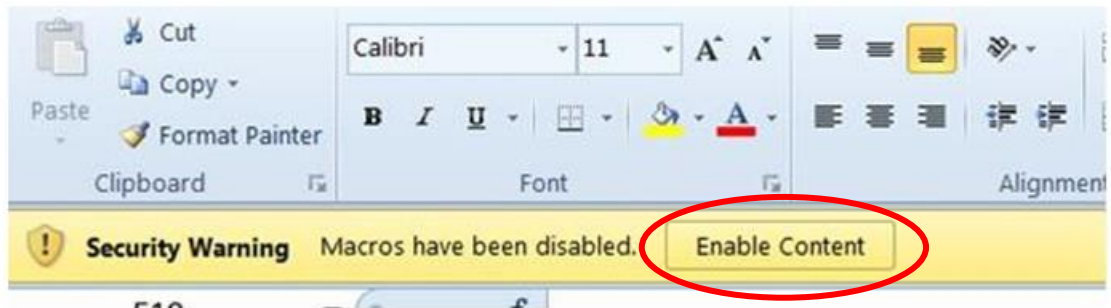
- b. Click “Options” and the Microsoft Security Options dialog box will be displayed. Choose the “Enable this content” button to enable macros. (see image on following page)

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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

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## **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.

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**FFFS SharePoint link:** <http://sharepoint.otda.state.nyenet/applications/FFFS/Shared%20Document:>

Note that you may be prompted to log in to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen\' before your user name during log in.

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**MAIN MENU**

Create Reports		View Reports	Print Reports	
District Information	State Administered Contract List	Flexible Fund Plan Summary	Flexible Fund Plan Summary	Revenue Intercept Authorization
Program Allocations	Revenue Intercept Authorization	FFFS Plan Detail, Admin Cap &	Flexible Fund Plan Detail	Flexible Fund Plan Certification
Project Details for TANF Services, Non-Recurrent & TANF Employment		Flexible Fund Plan Certification	State Administered Contract List	Print All Plan Reports

**Office of Temporary and Disability Assistance** | **Office of Children and Family Services**  
(ver 031016)

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

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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 16-17 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.

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**DISTRICT INFORMATION DATA PAGE**

<b>District</b>	Pearl	<b>Total Allocation</b>	\$0
<b>FFFS Allocation</b>	\$0	<b>Balance to Allocate</b>	\$0
<b>15-16 Rollover</b>	\$0	<b>Plan Approval Date</b>	
<b>SY Transfer In</b>	\$0		
<b>Submission Date</b>	<input type="text"/>		
<b>Submission Type</b>	<input type="text"/>		
<b>Contact Name</b>	<input type="text"/>		
<b>Contact Phone</b>	<input type="text"/>	<b>Ext</b>	<input type="text"/>
<b>Contact E-mail</b>	<input type="text"/>		
<b>Commissioner</b>	<input type="text"/>		
<b>Commiss. E-mail</b>	<input type="text"/>		

Required fields

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 Susanne Haag.

Note: If any updates are needed to the fields described in c through g above, please contact Dan Stuhlman at [Dan.Stuhlman@otda.ny.gov](mailto:Dan.Stuhlman@otda.ny.gov) or Susanne Haag at [Susanne.Haag@otda.ny.gov](mailto:Susanne.Haag@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.

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### **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 11 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 16-17 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.

5. 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.

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Return to Main Menu	Print This Page	<b>FLEXIBLE FUND for FAMILY SERVICES</b>			Clear Gross Amounts	Clear Costs Amounts
FFFS Plan: Pearl State Fiscal Year 2016-2017						
<b>TANF ALLOCATION PLAN DATA PAGE</b>						
District	Pearl	Submission Date		<b>Auto Calculated</b>	Total Allocation	0
FFFS Allocation	0	Submission Type			Balance to Allocate	0
15-16 Rollover	0	Plan Approval Date				
SY Transfer In	0					

Programs	Gross Amounts	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs
<b>1. TANF Services, Drug/Alcohol, &amp; DVL</b>	0	0		0	0
1a Financial Education & Asset Development		0		0	0
1b Supportive Services		0		0	0
1c Svcs for Children & Youth		0		0	0
1d Prevent Out-of-Wedlock Pregnancies		0		0	0
1e Fatherhood & 2 Parent Family Formation		0		0	0
1f Family Support/Preservation/Reunification Svcs		0		0	0
1g Add'l Child Welfare Services		0		0	0
1h Home Visiting Program		0		0	0
1i Administrative Costs		0		0	0
1j Assessment/Service Provision		0		0	0
1k Statutory Drug/Alcohol		0			
1l Statutory Domestic Violence Liaison		0			
1m Case Management- Shifted from D1		0			
<b>2. TANF Services Non-Recurrent Costs</b>		0		0	0
<b>3. TANF Employment Services</b>		0		0	0
<b>4. Additional Non-Residential Domestic Violence</b>		0			
<b>5. Child Welfare Other Than Title XX Transfer</b>		0		0	0
5a. Child Welfare (EAF or 200%) Program		0			
5b. EAF JD/PINS and Tuition		0			
5c. Program		0			
5d. EAF Foster Care Maintenance and Tuition		0			
<b>6. TANF Assistance and Eligibility Administration</b>		0			
<b>7. Title XX Transfer Below 200%</b>		0		0	
7a. Child Welfare		0			
7b. AP/DV		0			
7c. Non-AP/DV		0			
7d. Community Optional Preventive Services (COPS)		0			
<b>8. Additional Child Care Transfer</b>		0		0	
8a. Additional Child Care Transfer FFY16		0			
8b. Additional Child Care Transfer FFY17		0			
<b>9. State Administered Contracts</b>		0		0	
<b>Totals</b>	0	0		0	0

Program & Admin Costs Columns

Project Types for TANF Services projects

\*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.



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**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.

Return to Main Menu	<b>FLEXIBLE FUND for FAMILY SERVICES</b> FFFS Plan: Pearl State Fiscal Year 2016-2017				Reset Contracts Data
<b>FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST</b>					
District	Pearl	Submission Date		Total Allocation	0
FFFS Allocation	0	Submission Type		Balance to Allocate	0
15-16 Rollover	0	Plan Approval Date			
SY Transfer In	0				
<b>9. State Administered Contracts</b>					
	<b>Program</b>		<b>Provider</b>		<b>TANF Allocation</b>
					<b>0</b>
9a.	↑		↑		↑
9b.	Contract or program being funded		Provider receiving the FFFS funding		FFFS \$ set aside to support program
9c.					

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 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.

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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.

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**Return to Main Menu**

Click **AGREE** to complete the Revenue Intercept Authorization

Click **DISAGREE** to remove information from the Authorization

**AGREE**

**DISAGREE**

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**FLEXIBLE FUND for FAMILY SERVICES REVENUE INTERCEPT AUTHORIZATION**

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that Pearl County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

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 16-17 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 next page). All information entered on this page will be used to populate the Program Allocations page.

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Return to Main Menu		Print This Page		FLEXIBLE FUND for FAMILY SERVICES FFFS Plan: Pearl State Fiscal Year 2016-2017		
Project Details for TANF Services, Non-Recurrent and TANF Employment						
District	Pearl	Submission Date		Total Allocation	0	
FFFS Allocation	0	Submission Type		Balance to Allocate	0	
15-16 Rollover	0	Plan Approval Date				
SY Transfer In	0					
COLUMN A Project Name	COLUMN B State Project Type	COLUMN C Federal Project Type	COLUMN D SFY 16-17 Program Costs	COLUMN E SFY 16-17 Admin Costs	TOTAL OF COLUMN D & COLUMN E	
<b>TANF Services</b>						
1.					0	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.					0	
14.					0	
15.					0	
16.					0	
17.					0	
18.					0	
19.					0	
20.					0	
Line 1 - 20 Sum of TANF Services			0	0	0	
<b>TANF Services Non-Recurrent Costs</b>						
1.					0	

Project names are entered in column A for TANF Services, Non-recurrent, and TANF Employment. This info goes in TRACS 2

State Project types are selected from a dropdown menu for each project listed in Column A under Non-Recurrent and Employment categories. This info goes in TRACS 2.

Fed. Project Types are selected for all Svcs. projects listed in Column A. This info goes in TRACS 2.

For all projects listed in Column A, costs per project must be divided into Program and Admin. This does not go in TRACS 2.

For all projects listed in Column A, total budgets are auto-calculated. This info goes in TRACS 2.

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-Recurrent 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-Recurrent Costs, the project type will auto-fill with 'Non-Temp. Assistance Emergency/Diversion'.

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**3. Column C, Federal Project Type**

This column is used only for TANF Services projects 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 FFFS 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 16-17 Program Costs**

Districts should enter the SFY 16-17 FFFS allocation to be spent on Program costs on each project listed in Column A during the SFY 16-17 time period (4/1/16-3/31/17). If there are any administrative costs associated with the project those amounts should be entered in Column E.

**5. Column E, SFY 16-17 Admin Costs**

Districts should enter the 16-17 FFFS allocation to be spent on Administrative costs on each project listed in Column A during the 16-17 SFY time period (4/1/16-3/31/17). 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 2016 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.

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### **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.

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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-Recurrent 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.