



# Office of Temporary and Disability Assistance

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Governor

**SAMUEL D. ROBERTS**  
Commissioner

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Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	17-LCM-11
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Office of Budget, Finance & Data Management
<b>Date:</b>	October 4, 2017
<b>Subject:</b>	Claiming Deadlines for Federal and State Reimbursement
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<b>Attachments:</b>	None
<b>Attachment Available Online:</b>	<input type="checkbox"/>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) notifies local social services districts (districts) of the implementation of claiming deadlines for certain expenditure claims consistent with State Fiscal Year (SFY) 2017-18 state budget provisions.

#### II. Background

Pursuant to Chapter 53 of the Laws of 2017, SFY 2017-18 appropriation authority is available for federal and state reimbursement of eligible public assistance and adult shelter expenditure claims, provided the SFY 2017-18 claiming deadlines are met.

Pursuant to Section 4 of Part F of Chapter 56 of the Laws of 2012, the federal and non-federal shares of district Medical Assistance Administration expenditures for SFY 2012-13 and thereafter have been capped. Districts 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 2017-18 to the extent that the statewide amount of the non-federal share of districts' Medicaid administrative expenditures is less than the statewide cap, DOH is authorized to allocate up to \$23.0 million from the Medical Assistance Administration Program State Local District Administration appropriation, for the purpose of reimbursing certain districts 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, to obtain federal and state share reimbursement, federal and state reimbursement claims for eligible public assistance program expenditures paid from January 1, 2017 through December 31, 2017 must be final accepted in the Automated Claiming System (ACS) by **March 1, 2018**.

For New York City only, adult shelter claims for January 1, 2017 through December 31, 2017 must be final accepted in the ACS by **April 2, 2018**, in order to receive state reimbursement.

Positive claims for these programs final accepted after the above deadlines will not be paid. Districts will see a reversal of such claims on the monthly RF2/2A settlement as a bottom line adjustment. Districts should not submit a negative or reversal claim in the ACS as a result of these unpaid claims submitted after the deadline. If a district 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 1, 2018, for Calendar Year 2017**

- 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 N TANF Funded Services (LDSS-5045)
  - Column 4 – Federal Share
  - Line 17 – Total Expenditures

#### **Adult Shelter Deadline April 2, 2018 for Calendar Year 2017 – NYC Only**

- Schedule B Claiming for Adult Care, EAA and Guide/Service Dogs (LDSS-4744)
  - Column 3 - Private Institutions
  - Column 4 - Public Homes
  - Column 5 – Adult Shelters
  - Line 4 - State Share

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 N are found in the Fiscal Reference Manual (FRM) Volume 2, chapter 3 available at:

<http://otda.state.ny.net/bfdm/finance/docs/vol02.pdf>.

### **Medicaid 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 district cap amount. However, if the statewide amount of the non-federal share of district administrative expenditures is less than the statewide cap, the reserve, up to \$23 million, may be utilized to cover district expenditures in excess of administrative caps. The administrative cap amounts established for each district for CY 2012 will remain in effect for CY 2017.

### **Medicaid Admin Deadline February 1, 2018 for Calendar Year 2017 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- Central Services 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 Central Services 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 Central Services 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 Central Services 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 2017-18 ceiling, original and supplemental claims for Medical Assistance administrative expenditures for effective dates of January 1, 2017 through December 31, 2017 and prior period claims must be final accepted in the ACS by **February 1, 2018**. Claims accepted after this date will be counted against the SFY 2018-19 ceiling.

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 final accepted in the ACS through February 1, 2018, DOH will establish final expenditure totals for the federal and non-federal share of district administrative costs for each district for SFY 2017-18.

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, 2018.

**Issued By**

**Name: Renee Nowicki**

**Title: Director**

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