



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

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Homeless Services Plans Claiming Instructions

Expenditures for the **Homeless Services Plans 18 19** project should be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs and reported on the Schedule D “DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)” in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label **Homeless Services Plans 18 19** on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs.”

Salary and non-salary costs of staff may be direct charged to the RF17 claim package or may be identified by time study. Employees working part time on **Homeless Services Plans 18 19** must maintain time studies to support the salary and fringe benefit costs allocated to the program.

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.”

Program costs should be reported as object of expense 37 - Special Project Program Expense on the LDSS-923B Summary-Program (page 2) “Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.”

Total project costs should be reported on the LDSS-4975 “Monthly Statement of Special Project Claims Federal and State Aid (RF-17),” as 100% State Share.

For each district, the expenditures reported for **Homeless Services Plans 18 19** will be reimbursed by the State up to the amount of the district’s allocation.

To receive reimbursement, claims for expenditures of **Homeless Services Plans 18 19** for the period November 1, 2018 through October 31, 2019 must be final accepted in the Automated Claiming System (ACS) by February 15, 2020.

Further instructions for completing the time studies, Schedule D, and RF17 claim package are found in Chapters 4, 7, and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at <http://otda.state.nyenet/bfdm/finance/>.

Any claiming questions should be directed to:

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