



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

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Commissioner

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Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	18-LCM-21
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Program (IFAP)/ Housing, Refugee Services, and Disability Determinations (HRDD)
Date:	November 20, 2018
Subject:	District Allocation
Contact Person(s):	Linda Camoin (518) 473-6661
Attachments:	Attachment 1: Claiming Instructions
Attachment Available Online:	<input checked="" type="checkbox"/>

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides notification to social service districts (districts) of an allocation in the amount of \$45,000 per district to support connectivity to their local Homeless Management Information System (HMIS) and other administrative actions related to Homeless Services Plans. This LCM outlines the requirements for use of these funds.

II. Background

Pursuant to 18 NYCRR §304.2, which was recently filed as an emergency regulation, each district must submit and implement an approved Homeless Services Plan and submit outcome reports consistent with requirements to be promulgated by OTDA. It is anticipated that districts will work with local Continuums of Care and HMIS administrators to coordinate services and meet any regulatory requirements issued, including reporting requirements. Providing funding to districts to support the development of Homeless Services Plans and the reporting requirements associated with those plans will improve the quality of the planning and data collection process.

III. Program Implications

Eligible costs include expenses directly related to developing the Homeless Services Plans and/or furthering reporting capabilities with HMIS, such as purchase of HMIS licenses for in house access to the local HMIS system, contracting with Continuums of Care to provide data analysis and reporting, tracking of Homeless Services Plan outcomes, and district costs, including staff costs, related to the compilation of and reporting on Homeless Services Plans, which are due on February 15, 2019. Eligible

expenses should be claimed per the attached Homeless Services Plans Claiming Instructions.

Issued By

Name: Nancy P. Maney

Title: Deputy Commissioner

Division/Office: Integrated Family Assistance Programs