



KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Executive Deputy Commissioner

## Local Commissioners Memorandum

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### Section 1

<b>Transmittal:</b>	21-LCM-20
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Housing, Refugee Services, and Disability Determinations (HRDD)
<b>Date:</b>	November 15, 2021
<b>Subject:</b>	Code Blue Budgets
<b>Contact Person(s):</b>	Sarah Watson
<b>Attachments:</b>	<a href="#">Attachment 1 – Application Information</a> <a href="#">Attachment 2 – Justification for Additional Funding</a> <a href="#">Attachment 3 – Budget Form</a> <a href="#">Attachment 4 – Budget Narrative Form</a> <a href="#">Attachment 5 – Budget Instructions</a> <a href="#">Attachment 6 – Claiming Instructions</a>

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### Section 2

#### I. Purpose

In connection with 18 NYCRR § 304.1, the purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of the timeframe for submission of a Code Blue Budget and associated justifications. The District Homeless Services Plan now includes the Code Blue Plans previously required for compliance with 18 NYCRR § 304.1. Districts must submit a Code Blue Budget to the Office of Temporary and Disability Assistance (OTDA) if the district is to be reimbursed for Code Blue costs. The Budgets should adhere as closely as possible to actual costs incurred in prior Code Blue seasons.

#### II. Background

Per 18 NYCRR § 304.1, a Code Blue alert must be called when temperatures are expected to fall below 32°F with wind chill for at least two consecutive hours, based on the local forecast issued by the National Weather Service (<http://forecast.weather.gov/>) for the city, town or village within the district that is known to have the largest population of unsheltered homeless persons. When possible, the decision to declare a Code Blue alert should be made by 5:00 p.m. each day. The Code Blue should remain in effect until the temperature rises above 32°F with wind chill, but at least until 7:00 a.m. the next morning.

Code Blue reimbursement is for essential, additional costs that are directly related to the requirements of the Code Blue regulation to provide shelter during inclement weather and are not already funded in any other way. Districts should submit a new budget projecting the costs to be incurred for the direct provision of Code Blue services that are reasonably anticipated to be provided between October 1, 2021 and September 30, 2022. While OTDA expects the Code Blue period to be primarily between the months of October and May, the submission of an annual plan is consistent with 18 NYCRR §304.1.

Once initial plans are approved, districts will have an opportunity to submit a revised plan. Documentation must be provided for all cost increases over the originally approved plan.

### III. Program

Districts seeking reimbursement for Code Blue expenditures **must submit the forms attached (Attachments 1 - 4) by December 8, 2021** covering the period from October 1, 2021 – September 30, 2022 to Sarah Watson at OTDA per the contact information listed below. Requests for Code Blue reimbursement received after this date will not be eligible for funding. Districts should refer to the Budget Instructions (Attachment 5) attached as a guide to complete the Budget and associated Budget Narrative. OTDA staff will review each submission and work with the district to ensure all required documents are complete. Projected budgets will be assessed and verified that all expenditures are eligible, essential, and consistent with prior year spending. Should OTDA determine that an expenditure is not eligible, essential, or consistent with prior year spending, OTDA staff will work with the district to revise or delete such costs.

Please note that guidance regarding acceptable costs in Budget Instructions (Attachment 5) has been updated to reflect an increased emphasis on direct service provision.

### IV. Implications

Expenditures approved must be claimed through the RF17 claim package for special projects per the Claiming Instructions outlined in Attachment 6.

If you have any questions, please feel free to **contact Sarah Watson at 518-473-7367 or [sarah.watson@otda.ny.gov](mailto:sarah.watson@otda.ny.gov)**.

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### Issued By:

**Name:** Linda Glassman

**Title:** Deputy Commissioner

**Division/Office:** Housing, Refugee Services, and Disability Determinations