



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

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Executive Deputy Commissioner

Attachment 7

Homelessness During Inclement Weather (Code Blue) Claiming Instructions

The expenditures for the adopted Regulation (§ 304.1 of 18 NYCRR) – Emergency Measures for the Homeless During Inclement Weather project should be claimed through the RF17 claim package for special project claiming. These costs are first identified as F17 functional costs and reported on the LDSS-923 “Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries” and the LDSS-2347 Schedule D “DSS Administrative Expenses Allocation and Distribution by Function and Program” in the F17 column in the RF2A claim package. After final accepting the RF2A claim package, the individual project costs should also be reported under the project label **Code Blue SFY2023** on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs.”

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs” while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on **Code Blue SFY2023** 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 excluding central services costs which are local share.

For each district, the expenditures reported for **Code Blue SFY2023** will be reimbursed by the State up to the amount of the district’s allocation.

To receive reimbursement, claims for expenditures of **Code Blue SFY2023** for the period October 1, 2022 through September 30, 2023 must be final accepted in the Automated Claiming System (ACS) by November 15, 2023.

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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