

Flexible Fund for Family Services (FFFS) System District User Manual

(April 2024)

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Overview

Introduction and Rationale

This *Flexible Fund for Family Services (FFFS) System District User Manual* was designed to provide District Users with an overview of the FFFS system. This manual includes tips and instruction on how to navigate the FFFS system; view, modify, and submit a district plan; view the project summary and modify project details; access plan history; complete district reporting; generate reports; and view contacts and additional documents.

			Flexible	e Fund for	Family Service	es		FFFS 2.0.1.
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents		
/elcome E	rie A User							
Role(s) Assi	igned: District	Submitter						
		WELCOME TO	THE FLEXIBLE				TEM	
		WELCOME TO		FUNDFUR	FAMILT SERVI	ICES (FFFS) 515	ICM!	~
		WELCOME TO		FUND FUR	FAMILT SERVI	1023 (1113) 313	IEM!	
		WELCOME TO		FUND FOR	FAMILT SERVI	1019 (1119) 313	IEM:	
		WELCOME TO		FUND FOR	FAMILT SERVI			by Norma MacDonald
Plans					FAMILY SERVI			by Norma MacDonald
Plans Plan Ye	ear	Plan State			Status Da	Last Modified: 1/2		by Norma MacDonald
	ear Approve	Plan Statu		11/30/2018	Status Da	Last Modified: 1/2		by Norma MacDonald

FFFS Home screen

Purpose

The purpose of this manual is to provide District Users with an overview of how to view, modify, and submit a district plan using the FFFS system.

The Home Screen

The **Home** (Welcome) screen is the first screen to display upon logging into the FFFS system. The screen provides tabs at the top of the screen to navigate to additional screens. The screen also provides system messages for the user and direct links to the district plan(s) the user has access to view and/or modify.

Accessing the FFFS Home Screen

- Access the Flexible Fund for Family Services (FFFS) system via the intranet at <u>https://fffs.otda.ny.gov</u> or via CentraPort. To access, the user must have access to the state network.
- The NY.gov ID Login screen displays. Enter a username and password in the appropriate fields and then click the Sign in button.
 Note: Users who are locked out of their account and need support accessing the system should contact.

Note: Users who are locked out of their account and need support accessing the system should contact the Human-Services-Information Technology Services (HS-ITS) Enterprise Service Desk: (800) 697-1323.

- The Home screen displays, with tabs appropriate to the user's role located at the top of the screen in the Navigation bar. These tabs allow users to navigate to additional FFFS screens.
 Note: The system displays the full name and the roles assigned to the user.
- Click the link in the **Plans Status** column of the **Plans** grid to view the plan on the **FDE** (Fiscal Data Entry) screen, as shown on the next page.

				Flex	Flexible Fund for Family Services				FFF	S 1.1.29.6
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents				
	Carolyn Yetto ssigned: District									
			WELCOME TO TH	IE FLEXIBI	E FUND FOR F	AMILY SERVICES (FF	FS) SYSTEM!			< >
Plans							Last Modifie	d: 1/22/2019 9:27	7:39 AM by Sanus Shar	ma Dulai
Plan	Year	Pla	n Status			Status Date				
2018-19	Initial R	elease			09/27/2018					

General FFFS System Tips

- Save often!
- Exiting before saving will result in losing any modifications made to the plan.
- Adding a project from the **FDE** screen will navigate the user to a new screen and will delete all unsaved data; remember to save any data entered on the **FDE** screen before adding a project.
- After modifying the FDE or Project Details screens, click the Save button and then click the Exit button.
- Only one user can modify a district plan at a time. If a user is in "Modify" mode, the plan will be locked to other users. A message will display in FFFS indicating that the plan is locked for modification by another user and the **Submit Plan** and **Modify Plan** buttons will not display. Click the **Exit** button after saving any changes to unlock the plan.

The FDE (Fiscal Data Entry) Screen

The **FDE** (Fiscal Data Entry) screen displays allocation information about the selected district plan, including the **Plan Header** and **Allocation Details** sections. Modifications to the district plan and plan submission are completed on this screen.

Collapsed View of the Allocation Details Section

- The default view in the Allocation Details section is "collapsed."
- All allocations, including both program and project allocations, can be entered on the FDE screen.
- Click a plus (+) symbol to expand and view an individual project category.
- Click the **Expand All** button for an expanded view of all project types to view the associated projects in lines 1, 2 and 3 of the district plan.
- Use the scrollbar on the right to scroll up and down the screen.

- (B	r K Tt		Flexible Fund	lor Family Se	rvices				FFFS 2.0.1
Home	Plan History	District Reporting Plan	Admin System Admin Repo	rts Plan Con	tacts Docum	ents			
DE	Project Summary								
lan H	leader								
Plan Na		Seneca 2018-19	17-18 Rollover		81 100 480	FFFS Allocation			\$13,786.05
Plan St		Approved	SY Transfer In	+		Total Allocatio			\$13,780,00
Status I		12/03/2019	SY Unspent Funds			Balance To Al			511.011.01
			of endpend eners	_		1		7:46 AM by Sanu	
Allocat	tion Details								
Expan	nd All Print							Submit Plan	Modify Plan
					Gross	TANF	% of Total	Program	Admin
		P	rogram		Amount	Allocation	Allocation	Costs	Costs
1.	TANF Services, Dr	rug/Alcohol, & DVL			673,700	421,927	3%	421,927	
+ 1a.		& Asset Development			80,000	\$0,000	1%	80,000	
1b.	Supportive Services	1			0	0	0%	0	
10.	-	iervices for Children & Youth					0%	0	
1d.		Prevent Out-of-Wedlock Pregnancies				0	0%	0	
1e.	Fatherhood and 2 F	Fatherhood and 2 Parent Family Formation				0	0%	0	
11.	1 11	amily Support Preservation Reunification Services					0%	0	
19.	Additional Child We	iffare Services			0	0	0%	0	
1h.	. Home Visiting Prog	ram			0	0	0%	0	
11.	Administrative Cost	3			0	0	0%	0	
1j.	-				0	0	0%	0	
1k.	Statutory Drug/Aloc	hol			318,700	66,927	0%	66,927	
11.	,				0	0	0%	0	
1m	-				275,000	275,000	2%	275,000	
2		n-Recurrent Costs			0	0	0%	0	
+ 3.	TANF Employmen				2,354,064	2,352,864	16%	2,209,251	143,613
4.		sidential Domestic Viole			0	0	0%	0	(
-		idential Domestic Violence			0	0	0%	0	(
5.		er Than Title XX Transfer				7,603,456	51%	7,345,456	258,00
5a.						3,375,184		3,117,184	258,00
56.						775,000		775,000	
50.	-	etention Diversion Services				0		0	(
5d.		aintenance and Tuition				3,453,272	404	3,453,272	
6.		and Eligibility Administra			565,656,565	1,751,053	12%		1,751,05
-		nd Eligibility Administration			565,656,565	1,751,053	12%		1,751,05
7.	Title XX Transfer E					2,635,848	18%	2,635,848	
78		<i>x</i> ,				2,445,013		2,445,013	
7b. 7c.						130,835		130,835	
		Descention Consistent state	0.01			60,000		80,000	
-		al Preventive Services (CO	rə)			0	0%	0	
7d.		are transfer				0	0%	0	
7d. 8.	Additional Child C	Toronto PRAIN						0	
7d. 8. 8a.	Additional Child Ca								
7d. 8.	Additional Child Ca	re Transfer FFY19				0	1%	0	

Expanded View of the Allocation Details Section (lines 1, 2 and 3 of the district plan)

- Projects within a project type display as blue hyperlinks once expanded, as shown in the image below.
- Click the **Modify Plan** button to enter allocations for the district plan (see the next page to view the screen in "Modify" mode).

STATE		Flexible Fund for	r Family Services				FFFS 1.1.29.
Home Plan History Di	strict Reporting System	Admin Reports Plan Contac	s Documents				
DE Project Summary							
lan Header							
lan Name	Columbia 2018-19	17-18 Rollover	\$	FFFS Allocatio	n		\$2,507,587
lan Status	Initial Release	SY Transfer In		Total Allocatio			\$2,518,017
tatus Date	09/27/2018	SY Unspent Funds	\$0	Balance To All	ocate		\$0
Collapse All Print						Submit Plan	Modify Plan
	Pi	ogram	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs
1. TANF Services, Dru	g/Alcohol, & DVL		138,00	0 131,500	5%	131,500	0
1a. Financial Education 8	Asset Development		1	0 0	0%	0	0
 1b. Supportive Services 			57,00	57,000	2%	57,000	0
Supportive Program			57,00	57,000		57,000	0
1c. Services for Children	& Youth			0 0	0%	0	0
1d. Prevent Out-of-Wedlo	ock Pregnancies			0 0	0%	0	0
1e. Fatherhood and 2 Pa	rent Family Formation			0 0	0%	0	0
1f. Family Support/Prese	rvation/Reunification Servic	es		0 0		0	0
1g. Additional Child Welfa	are Services			0 0	0%	0	0
 1h. Home Visiting Progra 	m		40,00			40,000	0
Visit Community Prog	Iram		40,00			40,000	0
1i. Administrative Costs				0 0		0	0
1j. Assessment/Service Provision				0 0		0	0
1k. Statutory Drug/Alcohol				0 1,500	0%	1,500	0
11. Statutory Domestic V				0 0		0	0
1m. Case Management- s			33,00		1%	33,000	
2. TANF Services Non-	Recurrent Costs			D O	0%	0	
- 3. TANF Employment			95.00	45.000	2%	32.000	13.000

The Allocation Details Section in Modify Mode

- Allocations can be entered in the white fields in the Allocation Details section. The columns in this section include:
 - Program Sublines in the Program column are Project Categories and Project Types
 - o Gross Amount
 - o TANF Allocation
 - % of Total Allocation
 - Program Costs
 - o Admin Costs
 - \circ Action

Note: Gross amounts are required for plan submission and must be greater than or equal to the amount entered in the **TANF Allocation** column.

Projects within lines 1, 2, and 3 can be added, edited, or deleted within the FDE screen by clicking the appropriate link (e.g., Add, Edit, or Delete).

Top portion of the FDE screen

NEV YOF STA	N RK ITE				Flex	kible Fund for	Family Servi	ces				FFFS 1.1.2
Home	Pla	an History I	District Reporting	System Adm	in Reports	Plan Contacts	Documents					
DE	Proje	ect Summary										
Plan H	leade	er										
lan N	ame		Columbia 2018	-19	17-18 Rollover			\$0	FFFS Allocatio	n		\$2,507,58
Plan St	an Status Initial Release SY Transfer In					\$10,430	Total Allocatio	n		\$2,518,01		
Status	tatus Date 09/27/2018 SY Unspent Funds				inds		\$0	Balance To All	ocate		\$	
-	o subm Ilapse A		g plan completion,	please Save and	Exit.		Gross	TANF	% of Total	Program	Admin	Save
				Program			Amount	Allocation	Allocation	Costs	Costs	Action
1.	TAN	IF Services, Dr	rug/Alcohol, & D\	/L			138,000	131,500	5%	131,500	0	
1a	ı. Fina	ncial Education	n & Asset Develop	ment			0	0		0	0	
- 1b		portive Services					57,000	57,000		57,000	0	
	Sup	portive Progran	n				57,000	57,000		57,000	0	Edit Delet
1c	. Serv	vices for Childre	en & Youth				0	0	0%	0	0	Add
10	I. Prev	ent Out-of-Wee	dlock Pregnancies				0	0		0	0	Add
1e	e. Fath	erhood and 2 F	Parent Family Forr	nation			0	0		0	0	
1f.	_		servation/Reunific	ation Services			0	0		0	0	
1g	·	itional Child We					0	0		0	0	
— 1h	_	e Visiting Prog					40,000	40,000		40,000	0	
	_	Community Pr	-				40,000	40,000		40,000	0	Edit Delete
1i.	_	inistrative Cost					0	0		0		
1j.	_	essment/Servic					0	0		0	0	Add
1k	_	utory Drug/Alco					8,000	1,500		1,500	0	
11.	Statu	utory Domestic	Violence Liaison				0	0	0%	0	0	J
1n	n. Case	e Management	- shifted from D1				33,000	33,000	1%	33,000		
2.	TAN	IF Services No	on-Recurrent Cos	ts			0	0	0%	0		Add
— 3.	TAN	IF Employmen	t Services				95,000	45,000	2%	32,000	13,000	Add

- The Program and Administration Allocation Totals, Calculations of Administration Percentages, and Calculations of Amounts Toward Child Welfare Threshold sections display at the bottom of the FDE screen.
- Check the amounts entered against the FFFS Allocation and Total Allocation amounts listed in the Plan Header at the top of the FDE screen.
- Note: Use the Balance to Allocate field in the Plan Header to help determine budgeting amounts.
- Once all allocations are entered, project details *must* be completed for each project via the **Project Details** screen, as shown in the next topic.

Bottom portion of the FDE screen

Program and Administration Allocation Totals		
Category	TANF Allocation	% of Total Allocation
Subtotal Program Allocation	2,021,828	80%
Subtotal Administration Allocation	496,189	20%
Grand Total	2,518,017	100%
Calculations of Administration Percentages		
Category	TANF Allocation	% of Total Allocation
TANF Administration	353,000	14%
Child Welfare Administration	50,189	2%
EAF Foster Care Administration	93,000	4%
Administration Totals (25% of cap)	496,189	20%
Calculations of Amounts Toward Child Welfare	Threshold	
Category	TANF Allocation	% of Total Allocation
Child Welfare (EAF or 200%) Program	274,000	11%
Child Welfare (EAF or 200%) Administration	50,189	2%
Title XX below 200% Child Welfare	300,000	12%
Allowable Community Optional Preventive Services (COPS)	0	0%
Allowable Community Optional Preventive Services (COPS) Child Welfare Threshold Total	0 624,189	0% 25%

Adding a Project

• To add a project, click the Add link on the FDE screen. The Add Project pop-up window will display, as shown below, allowing the user to add project information.

	Program	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs	Action
1.	TANF Services, Drug/Alcohol, & DVL	138,000	131,500	5%	131,500	0	
1a.	Financial Education & Asset Development	0	0	0%	0	0	Add

- Click the **Project Type** drop-down arrow to select a project type, if different from selection.
- In the **Project Name** field, enter the name of the project.
- Complete the Gross Amount, Program Cost, Admin Cost, and TANF Allocation fields.
 Note: The gross amount must be greater than or equal to the total TANF allocation.
- Click the **Save** button to return to the **FDE** screen. The project will now display.
- Project details must be completed on the **Project Detail** screen prior to plan submission.

AddProject	
Category:	TANF Services, Drug/Alcohol, & DVL 🗸 🗸
Project Type:	Financial Education & Asset Development
Project Name:	
Gross Amount:	
Program Cost:	
Admin Cost:	
TANF Allocation:	
	Cancel

The Project Details Screen

The **Project Details** screen displays information specific to an individual project within a TANF Services or TANF Employment Project Type. Project information can be added and modified on this screen.

Accessing the Project Details Screen

The Project Details screen can be accessed from the FDE screen or from the Project Summary screen.

Note: Allocations are entered on the FDE screen prior to completing the project details.

• To access project details from the **FDE** screen, click the link of the project name in the **Program** column.

Plan Header					
Plan Name	Columbia 2018-19	17-18 Rollover	\$0	FFFS Allocation	\$2,507,587
Plan Status	Initial Release	SY Transfer In	\$10,430	Total Allocation	\$2,518,017
Status Date	09/27/2018	SY Unspent Funds	\$0	Balance To Allocate	\$0
Allocation Details		·			

Note: To submit plan following plan completion, please Save and Exit

C										
		Program	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs	Action		
1	1.	TANF Services, Drug/Alcohol, & DVL	138,000	131,500	5%	131,500	0			
1	1a.	Financial Education & Asset Development	0	0	0%	0	0	Add		
• 1	1b.	Supportive Services	57,000	57,000	2%	57,000	0	Add		
		Supportive Program	57,000	57,000		57,000	0	Edit Delet		
1	1c.	Services for Children & Youth	0	0	0%	0	0	Add		

 To access project details from the Project Summary screen, click the Project Summary tab, and then click the link of the project name in the Project Name column.

Stat	us Date	09/27/2018	SY Unspent Funds	\$0	Balance To Allocate	\$0
Plar	1 Status	Initial Release	SY Transfer In	\$10,430	Total Allocation	\$2,518,017
Plar	n Name	Columbia 2018-19	17-18 Rollover	\$0	FFFS Allocation	\$2,507,587
Pla	n Header					
FDE	Project Summary					

Project Summary

Project Name	Project Category	Project Type	TANF Allocation	Program Costs	Admin Costs
Supportive Program	1. TANF Services, Drug/Alcohol, & DVL	1b. Supportive Services	57,000	57,000	0
Visit Community Program	1. TANF Services, Drug/Alcohol, & DVL	1h. Home Visiting Program	40,000	40,000	0
Assessment and EPD	3. TANF Employment Services	Assessment/Employment Plan Development	25,000	20,000	5,000
Provide Medical Service	3. TANF Employment Services	Employability/Disability Determinations	20,000	12,000	8,000

Adding/Editing Project Details

Note: The Project Details screen must be completed for each project prior to plan submission.

- Project details carried over from a prior plan year should be updated, as appropriate.
- Ensure that the **Project Details** screen is in "Modify" mode by accessing it via the **FDE** screen, or by clicking the **Modify** button on the **Project Details** screen to edit.
- To enable the **Submit** button on the **FDE** screen, the following fields are required (as indicated by a red asterisk) and must be completed prior to saving and navigating from the **Project Details** screen:
 - Project Status
 - **Operational Months** Defaults to 12 months. Uncheck any months the project is not operational to avoid reporting requirements.
 - Project Description

- Families/Individuals to Serve Monthly (Estimated)
- Participant Eligibility Type
- Target Populations(s)
- Project Services
- **TANF Purpose** Select only one. If more than one, select the one that best fits the project.
- **Project Contractors** If applicable.
- Note: When FFFS plans are initially released, only the amounts in the Estimated column in the Families/Individuals Served Monthly section and the Project Status field are required to be completed for existing projects. The average estimated to serve per month is a calculated field.

Top portion of the Project Details screen

NEW YORK STATE		Flexib	le Fund for F	Family Services			FFFS 1.1.29.6
Home Plan History Dis	trict Reporting System Admi	n Reports	Plan Contacts	Documents			
FDE Project Details Pro	oject Summary						
Plan Header							
Plan Name	Columbia 2018-19	17-18 Rollover		\$0	FFFS Allocation		\$2,507,587
Plan Status	Initial Release	SY Transfer In		\$10,430	Total Allocation		\$2,518,017
Status Date	09/27/2018	SY Unspent Fund	ls	\$0	Balance To Allocate		\$0
Project Information					Last Modified: 1/18/2019	3:48:15 PM by S	anus Sharma Dulal
Note: To submit plan following pla	an completion please Save and	Fxit					
Exit	an completion, please ouve and	LAII.					Save
Project Name:	Supportive Program				Families/Individuals S	erved Monthly	
	TANF Services, Drug/Alcohol, &	DVL				Estimated	Actual
Project Type:	Supportive Services				TANF & SN MOE:*	20	12
Project Budget:	\$57,000						
Gross Amount:					200%:*	5	2
Project Status:*					Avg. Served/Month:	25	14
rioject Status.	Operational	~			Basticia and Elizibility 1		
Operational Months:*	☑ APR-2018 ☑ JU	L-2018	OCT-2018	JAN-2019	Participant Eligibility 1	уре	
	☑ MAY-2018 ☑ AU	JG-2018	NOV-2018	✓ FEB-2019	Туре:*	TANF/SN MO	E/200% 🗸
	☑ JUN-2018 ☑ SE	P-2018	DEC-2018	MAR-2019			
Project Description:*	Enter project description detail	ls here.					
Explanation for Significant Changes:	Enter an explanation for any s	ignificant project cł	hanges here.				

Bottom portion of the Project Details screen

TAR	GET POPULATION(S): *(Select all that apply)		TAN	F PURPOSE: *(Select One)		
	Pregnant/Parenting	~	0	Encourage the formation and maintenance of two	-parent families	~
	Sanctioned Cases		۲	End the dependence of needy parents on governme	ment benefits by pr	omoting job
	Teens at Risk			preparaton, work and marriage		
~	Working Families	\sim	0	Prevent and reduce the incidence of out-of-wedlow	ck pregnancies	<u>~</u>
PRC	JECT SERVICE(S): *(Select all that apply)		PRO	Browide assistance to pool families so that shild JECT CONTRACTOR(S)	ron may be cared fo	Add Row
\checkmark	Alcohol/Substance Abuse Services	~		Contractor Name	EIN	Action
	Academic Planning		Twin	County Recovery	14-1556542	Delete
	Adult Basic Education					
	Advocacy	~				
Exit						Save

Important: All existing project information should be reviewed and updated prior to submitting or resubmitting the plan!

Submitting the Plan from the FDE Screen

After allocations have been entered on the **FDE** screen (including **0** for development and nonoperational/closed plans not deleted), and all required project information has been completed on the **Project Details** screen, the plan can be submitted for review.

- The plan must be submitted from the FDE screen.
- Save and exit the Project Details screen after project information has been completed.
- To submit the plan, click the **Save** and **Exit** buttons and then click the **Submit Plan** button.

Note: The Submit button will not display until the plan is out of "Modify" mode.

NEW YORK STATE		Flexible Fund for	Family Services		FFFS 1.1.29.6
Home Plan History	District Reporting System Adm	in Reports Plan Contacts	Documents		
FDE Project Summary					
Plan Header					
Plan Name	Columbia 2018-19	17-18 Rollover	\$0	FFFS Allocation	\$2,507,587
Plan Status	Initial Release	SY Transfer In	\$10,430	Total Allocation	\$2,518,017
Status Date	09/27/2018	SY Unspent Funds	\$0	Balance To Allocate	\$0
Allocation Details				Last Modified: 1/18/2019 3	:46:08 PM by Sanus Sharma Dulal
Expand All Print					Submit Plan Modify Plan

• After the plan is submitted, the **Flexible Fund for Family Services Certification** pop-up window will display, as shown on the next page.

Cancel

Confirm Submission

Flexible Fund for Family Services Certification (Columbia 2018-19)

The Local District Commissioner of Columbia hereby submits its Flexible Fund for Family Services (FFFS) Plan, and certifies that funds will be used in a manner consistent with federal and State law and regulations, and for a purpose permitted under 42 U.S.C. §601 or §604 and consistent with the ADM for the 2018-19 FFFS.

Funds will be used to provide services only to recipients of TANF funded assistance (Family Assistance WMS case type 11, Safety Net Assistance-Federally Participating (SNA-FP), WMS case type 12) and SNA Maintenance of Effort (SNA Cash-WMS case type 16 and SNA non-case-WMS case type 17) with State/federal charge code of 63 or 64, or to TANF eligible individuals and families whose incomes do not exceed 200 percent of the federal poverty level, except as specifically noted in the ADM for the 2018-19 FFFS.

No funds shall be used to provide assistance as that term is defined in the federal regulations for the Temporary Assistance for Needy Family block grant program, except as specifically authorized in the ADM for the 2018-19 FFFS.

It is further certified that although my social services district has flexibility in determining which program it wishes to use its FFFS Allocation in accordance with its FFFS plan, the social services district still is required to provide all services mandated by State Social Services Law.

Submission of this FFFS plan electronically certifies that the district has read and accepts the terms of this certification.

 Columbia Commissioner
 2/20/2019

 Commissioner
 Date

 Click "Confirm" to Certify and Submit the plan.
 Click "Cancel" to return to the previous screen.

 Click "Cancel" to return to the previous screen.
 Confirm

- Click the **Confirm** button to complete the plan certification process for the district., as outlined in the ADM.
- **Note:** Confirming submission of the plan begins the process of adding history to the plan, as shown on the next page.

The Plan History Screen

The **Plan History** screen provides access to both the current (active) plan as well as access to previous plan statuses in "View-only" mode. Plan history from a prior year can also be viewed.

To access the Plan History screen, click the Plan History tab located in the Navigation bar.

				Flex	ible Fund for F	amily Services
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents

Viewing Versions of the Current Plan Year

- Click the link in the **Plan Status** column to view the current (active) plan for the district or a previous plan from the status history.
- Click the expand (+) icon next to the **Plan Year** column to view the status history for the plan.
 - o The selected row will expand to display items below.
 - Every status of the plan and the corresponding status date is displayed.
- The "Active" plan is the copy of the most recently approved plan that can be updated for resubmission. For initially released plans, the "Active" plan is the copy available for plan submission.

2	NEW YORK STATE			Flex	xible Fund for F	amily Servic	es		FFFS 1.1.29.7
Но	me Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents			
Plan	History	Year:				District:			
	Fian	All		~		District.	Columbia	a 🗸	
								Clear Filter Apply Filter	
Pla	ns								
٦T	ne search yielded 1 re	sults.							
	Plan Year			District				Plan Status	Status Date
-	2018-19	Columbia					Ap	proved (Active)	02/20/2019
		Columbia					Ap	proved	02/20/2019
		Columbia					Ini	tial Submission	02/20/2019
		Columbia					Re	turned	02/20/2019
		Columbia					Ini	tial Submission	02/20/2019
		Columbia					Ini	tial Release	09/27/2018

Note: When viewing a historical district plan, the system will display the **History FDE** tab, which indicates that the user is not viewing the active plan, as shown below.

New York STATE		Flexible Fund for	Family Services		FFFS 1.1.29.3
Home Plan History	District Reporting System Adn	nin Reports Plan Contacts	Documents		
FDE History FDE					
Plan Header				1	
Plan Name	Columbia 2018-19	17-18 Rollover	\$0	FFFS Allocation	\$3,286,819
Plan Status	Initial Release	SY Transfer In	\$0	Total Allocation	\$3,286,819
Status Date	09/27/2018	SY Unspent Funds	\$0	Balance To Allocate	\$3,286,819
Allocation Details					
				Last Modified: 9/11/2018 3:44	1:10 PM by Sanus Sharma Dulal

Viewing Prior Year History

- When viewing prior plan history, the **Submit Plan** and **Modify Plan** buttons do not display.
- The screen is view-only, however the plan can be printed by clicking the **Print** button. The **Print** dialog box will display, allowing the user to select print options for printing the plan.

	EW DRK ATE		Flexible Fund for	Family Services				FFFS 1.1.29.	
Home	e Plan History	District Reporting System Ad	min Reports Plan Contacts	Documents					
DE	History FDE								
Plan I	Header								
lan N	Name	Columbia 2018-19	17-18 Rollover	\$(FFFS Allocatio	n	\$3,286,819		
lan S	Status	Initial Release	SY Transfer In	\$(Total Allocatio	n		\$3,286,819	
status	s Date	09/27/2018	SY Unspent Funds	\$(Balance To All	ocate		\$3,286,819	
Expa	and All Print			Gross	Last Modifie	d: 9/11/2018 3:4 % of Total	4:10 PM by Sant Program	is Sharma Dula Admin	
		Prog	ıram	Amount	Allocation	Allocation	Costs	Costs	
1.	. TANF Services,	Drug/Alcohol, & DVL			0 0	0%	0	0	
18	a. Financial Education	on & Asset Development			0 0	0%	0	0	
11	b. Supportive Servic	es			0 0	0%	0	0	
10	c. Services for Child	ren & Youth			0 0	0%	0	0	
10	d. Prevent Out-of-W	edlock Pregnancies			0 0	0%	0	0	
10	e. Fatherhood and 2	Parent Family Formation					0	0	
11	f. Family Support/P	reservation/Reunification Services			0 0	0%	0	0	
1	g. Additional Child V	Velfare Services			0 0	0%	0	0	
+ 11	h. Home Visiting Pro	ogram			0 0	0%	0	0	
1i	i. Administrative Co	sts			0 0	0%	0	0	
1j	j. Assessment/Serv	ice Provision			0 0	0%		0	
11	k. Statutory Drug/Al	cohol			0	0%			
11	I. Statutory Domest	ic Violence Liaison			0	0%			
11	m. Case Manageme	nt- shifted from D1			0	0%			
2.	. TANF Services N	Ion-Recurrent Costs			0 0	0%	0		
+ 3.	. TANF Employme	ent Services			0 0	0%	0	0	
4.	. Additional Non-F	Residential Domestic Violence			0 0	0%	0	0	
	Additional Non-Re	esidential Domestic Violence			0	0%			
		her Than Title XX Transfer			0	0%	0	0	

The District Reporting Screens

The **District Reporting** tab provides access to the **D/A Assessments and NCP's** and **Families/Individuals Served** screens, allowing the user to complete information required for district reporting.

To access these screens, click the **District Reporting** tab located in the **Navigation** bar. Two reporting options are available from the drop-down menu: **D/A Assessments and NCP's** and **Families/Individuals Served**.

				Flex	FFFS 1.1.29.3		
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents	
	Carolyn Yett	Families/Individual					

The D/A Assessments and NCP Reporting Screen

- From the **District Reporting** tab, click **D/A Assessments and NCP's** from the drop-down menu to display the **D/A Assessments and NCP's** reporting screen, as shown below.
- On the **D/A Assessments and NCP's** reporting screen, click the plan year link in the **Year** column to view the months available for reporting.
- Districts are required, on a monthly basis, to report the number of Drug/Alcohol (D/A) Assessments completed.

Note: It is important to ensure the numbers entered for each individual month in the **Month** column are totals for *completed assessments* only, and do not include screenings and referrals.

- Districts are also required to report the number of Non-Custodial Parents (NCP's) who are participating in FFFS-funded work activities.
- Reporting should be completed by the 15th of the month following the report month .Enter a **0** for any months where no assessments were completed or there was no NCP participation.

	È			Flexib	le Fund for Fa	amily Services		FFFS 1.1.29
Home	Plan History	District Reporting	System Admin Re	eports	Plan Contacts	Documents		
	essments an	d NCP's						
	Columbia							
5150100	Johannbia							
Drug a	nd Alcohol (D/A) Assessments	Completed and No	n-Custoo	dial Parents P	articipating in FFFS Wo	ork Activities	
			D/A Assessments	D//	A Assessments	NCP's Participating in		
	Year	Month	TANF & SN MOE		Safety Net	FFFS Work Activities	Last Modified	
-	2019	January						
-	2018	December						
		November	1		2	1	02/21/2019 09:18:41 AM by Carolyn Yetto	
		October	1		1	1	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		September	2		0	2	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		August	4		2	1	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		July	1		5	2	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		June	5		4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		Мау	2		4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		April	1		4	0	02/20/2019 11:09:38 AM by Sanus Sharma Dul	al
		March	2		2	2	01/24/2019 09:19:19 AM by Carolyn Yetto	
		February	1		1	1	01/24/2019 09:19:19 AM by Carolyn Yetto	

 Click the link in the Year column to unlock the screen for data entry; the cells in the table will be white and blank. Reporting for both D/A Assessments and NCP's is entered in the same table, as shown on the next page.

NEW YORK STATE			F	lexible Fund for Famil	y Services FFF	FS 1.1.29.
Home	Plan History	District Reporting	System Admin Report	s Plan Contacts Doo	cuments	
A Assess	sments and	NCP's				
District: Co	lumbia	,	Year: 2018			
Note: For th	e months wher	e there were no assess	ments completed or NCP's	served, the district must en	ter a zero for reporting for the month to be considered completed.	
Мс	onth	D/A Assessments TANF & SN MOE	D/A Assessments Safety Net	NCP's Participating in FFFS Work Activities	Last Modified	
December	Γ					
November		1	2	1	02/21/2019 09:18:41 AM by Carolyn Yetto	
October		1	1	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
September		2	0	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
August		4	2	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
July		1	5	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
June		5	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
Мау		2	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
April		1	4	0	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
March		2	2	2	01/24/2019 09:19:19 AM by Carolyn Yetto	
February		1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto	
		1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto	

• After data entry of reporting is complete, click the **Save** button. A time stamp will be generated in the **Last Modified** column, indicating when the reporting was completed and who completed it.

NEW YORK STATE				Flexible Fund for Famil	y Services F	FFS 1.1.29
Home	Plan History	District Reporting	System Admin Repor	ts Plan Contacts Do	cuments	
A Asse	ssments and	NCP's				
District: (Columbia	Y	/ear: 2018			
Note: For	the months wher	e there were no assess	ments completed or NCP's	served, the district must er	ter a zero for reporting for the month to be considered completed.	
,	Month	D/A Assessments TANF & SN MOE	D/A Assessments Safety Net	NCP's Participating in FFFS Work Activities	Last Modified	
Decembe	er	3	1	1	02/21/2019 09:18:41 AM by Carolyn Yetto	
Novembe	er	1	2	1	02/21/2019 09:18:41 AM by Carolyn Yetto	
October		1	1	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
Septemb	er	2	0	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
August		4	2	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
July		1	5	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
June		5	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
Мау		2	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
April		1	4	0	02/20/2019 11:09:38 AM by Sanus Sharma Dulal	
March		2	2	2	01/24/2019 09:19:19 AM by Carolyn Yetto	
		1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto	
February			-it	1	01/24/2019 09:19:19 AM by Carolyn Yetto	

Families/Individuals Served Reporting

- Districts are required to report the number of individuals or families served supported by FFFS funding for all TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment projects for the months they are operational.
- From the **District Reporting** tab, click **Families/Individuals Served** from the drop-down menu to display the **Families/Individuals Served** reporting screen, as shown below.
- The view will default to the current plan year and will show all projects with reporting months as completed or not completed, as shown below. Click the reporting month link in the **Month** column to unlock reporting for modification.
- A family/individual served more than once per month in a project should be counted only once for each month served.
- A family/individual who receives services from more than one project in a month should be counted once for each project and month of participation.
- Reporting months will be available the *first* of the month following the report month.
- Enter a **0** for any months a project was operational and no families/individuals were provided services.
- Important: Reporting should be completed by the 15th of the month following the report month!

	K FE	Flexible Fund for Family Services									
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents					
Families/	/Individuals Se	rved									
District:	District: Columbia Plan Year: View										
Collaps	se All										
	Month		Project Name	2	TA	NF & SN MOE	200% Families	Last Modified			
-	Jan-2019	Assessment an	d EPD								
		Provide Medica	I Service								
		Supportive Prog	gram								
		Visit Communit	y Program								
-	Dec-2018	Assessment an	d EPD			22	21	02/20/2019 11:08:05 AM by Sanus S			
		Provide Medica	I Service			11	10	02/20/2019 11:08:05 AM by Sanus S			

- When reporting has been unlocked for data entry, cells in the table are white and blank. Reporting can be completed for all projects for each month from the same screen, as shown below.
- After data entry of reporting is completed, click the **Save** button.
- Changes can be made at any time by over-writing the existing entry and saving.
- Note: Grayed out cells indicate that the project was not operational for that month.

		Flexible Fund for Family Services									
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents					
,	amilies/Individu	uals Served									
District: (Plan Year: 2018-								
Note: For	the projects indica	ated as operational bu	t there were no Fa	milies or Indiv	viduals served, the	district must enter a	zero for report	ing for the month to be considered complete	d.		
Reporting	g Month: January	/ 2019									
	Projec	:t Name		TANF & SN I	MOE	200% Famili	es	Last Modified			
Assessm	ent and EPD										
Provide N	ledical Service										
Supportiv	ve Program										
Visit Com	nmunity Program										
Return	to List							Cancel Chang	es Save		

- A time stamp will be generated in the **Last Modified** column that indicates when the reporting was completed and who completed it, as shown below.
- Click the Return to List button to continue reporting for additional months.

VORK STATE	FFFS 1.1.29.7											
Home Plan History District Reporting Syst	em Admin Reports Plan Cont	ntacts D	ocuments									
Modify Families/Individuals Served												
District: Columbia Plan	rear: 2018-19											
Note: For the projects indicated as operational but there	were no Families or Individuals serve	ed, the dist	trict must enter a zero for reportin	g for the month to be consid	ered completed.							
Reporting Month: January 2019												
Project Name	TANF & SN MOE		200% Families	Last M	odified							
Assessment and EPD	20		22	02/21/2019 09:31:23 AM by	Carolyn Yetto							
Provide Medical Service	11		10	10 02/21/2019 09:31:23 AM by Carolyn								
Supportive Program	1											
Visit Community Program	12		10	02/21/2019 09:31:23 AM by	Carolyn Yetto							
Return to List					Cancel Changes Save							
Note: The actual average famili	oc/individuals	[Families/Individuals	Served Monthly								
served monthly will be calculate				Estimated	Actual							
reporting is completed. A comp			TANF & SN MOE	12	10							
estimated families/individuals so	•											
can be viewed in the Project D any project for which monthly re			200%	0	10							
been completed.			Avg. Served/Month	12	20							

The FFFS Reports Screen

The **FFFS Reports** screen provides access to several reports that can be generated and printed in PDF or Excel format. The available reports include: **Project Print Report**, **D/A Assessment and NCP Report**, and **Families/Individuals Served Report**.

. Available reports will display as a link in the **Report Title** column.

To access the FFFS Reports screen, click the Reports tab located in the Navigation bar.

				Flex	ible Fund for F	amily Services
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents

- To generate a report, click the link for the report in the Report Title column.
- District Users will only have access to reports for their district.

Vork State	Flexible Fund for Family Services	FFFS 2.0.1				
Home Plan History District Reporting	System Admin Reports Plan Contacts Documents					
FFS Reports						
Report Title	Description					
Plan Detail Summary Report	This report provides the statewide summary view and each district view of how the FFFS funding is allocated among programs (lines 1-9).					
Project Print Report	This report is a summary of all the projects as well as the project details for each project. Users can choose the most recently submitted p previously approved plans.	olan or any				
Families/Individuals Served Report	This report shows the number of Families/Individuals served for each district by plan year.					
D/A Assessments and NCP's Report	//A Assessments and NCP's Report This report shows the number of Drug and Alcohol (D/A) Assessments Completed and Non-Custodial Parents Participating in FFFS Work for each month grouped by district.					
Legacy TRACS2 Plans Report	This report provides all the projects and associated details for the projects added to plans in TRACS2. All plans in TRACS2, prior to year are available.	2018-19				

- Report criteria for the selected report will display, as shown in the **Project Print Report** example below, allowing the user to select a report format (**PDF** or **Excel**).
- Once a format and filters are selected, the **Generate Report** button enables. The report is generated and can be opened in the selected format.
- Click the Generate Report button to view the report in the selected format.

Project Print Report								
F	Format:	\bigcirc PDF	• Exc	el		Plan Year:	2019-20	~
Di	istrict:	Erie	•	~		Select Plan:	Initial Submission(Active)	~
					Clear Filter	Generate Report		

The Plan Contacts Screen

The **Plan Contacts** screen provides a list of contact information for questions or concerns related to the district plan or the FFFS system.

To access the Plan Contacts screen, click the Plan Contacts tab located in the Navigation bar.

				Flexi	ble Fund for	Family Services
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents

- For questions related to the plan, contact the appropriate person via email or phone.
- Plan contacts are listed in groups, as shown below.

NEW YORK						Flexible Fund for Family Services			
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents			

For questions or concerns related to FFFS plan, please contact the appropriate person listed below:

OTDA FFFS Plan, TANF Services and Employment Projects

Contact	Email	Phone	
Emily Maher	Emily.Maher@otda.ny.gov	(518) 474-9313	
Rebecca Burke	Rebecca.Burke@otda.ny.gov	(518) 473-3200	

OTDA Claiming

Contact	Email	Phone
Region 1-4: Lauren Horn	Lauren.Horn@otda.ny.gov	(518) 474-7549
Region 5-6: Michael Simon	Michael.Simon@otda.ny.gov	(212) 961-8250

OCFS Budget

Contact	Email	Phone
James Sutton	James.Sutton@ocfs.ny.gov	(518) 474-1361
Shonna Clinton	Shonna.Clinton@ocfs.ny.gov	(518) 474-1361

Others

OCFS Program - OCFS Regional Offices

The Documents Screen

The **Documents** screen provides a central location to access and view any available documents (such as training manuals, ADM's, and district-specific documents).

To access the **Documents** screen, click the **Documents** tab located in the **Navigation** bar.

				Flex	kible Fund for F	amily Servio	ces
Home	Plan History	District Reporting	System Admin	Reports	Plan Contacts	Documents	

- Click the link for the document in the File Name column to open and display the document.
- Click the filter icon on any column to sort and locate the file.
- Click the Clear Filter button to clear any filters used to sort and locate a file.
- The first, previous, next, and last arrows can be used to locate a file (the screen will display a limited number of documents, depending on the screen resolution).
- District users are unable to upload documents to the system. Contact the state Plan Managers for document uploads.

Vork State		Flexible Fund for Family	Services		FFFS 2.0	
Home Plan Histo	ry District Reporting Syste	m Admin Reports Plan Contacts	Documents			
The search yielded	uments The search yielded 4 results. Clear F					
▼ Document Typ	e ▼ Description	▼ File Name	Plan T Year	Last Modified	Modified By	
▼ Document Typ System Notes	 T Description FFFS Release Notes Phase 2 	-	T Year	Last Modified 09/04/2019 02:38:24 PM	Modified By Sanus Sharma Dulal	
		-	T Year		-	
System Notes	FFFS Release Notes Phase 2	FFFS Release Notes Phase 2.docx	2019	09/04/2019 02:38:24 PM	Sanus Sharma Dulal	

- When the filter icon is clicked, a filter pop-up box will display, as shown in this example for the **File Name** column.
- The column can be sorted in ascending or descending order
- Additional search parameters can be entered in the fields.
- Click the **Apply** button to apply the selected filters.

↑ Ascending	↓ Descending	
Show items where	the value	
Contains		
•	And \bigcirc Or	
(not set)		
(