



Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-05
To:	Social Services District Commissioners
Issuing Division/Office:	Division of Housing and Refugee Services
Date:	April 18, 2024
Subject:	Code Blue Reporting and Monitoring
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Attachments:	Attachment 1 - Code Blue Annual Report

Section 2

I. Purpose

This Local Commissioners Memorandum informs social services districts (districts) of Code Blue reporting and monitoring requirements in addition to the Code Blue requirements set forth in LCM 23-LCM-11.

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.

III. Allocations and Claiming

Code Blue allocations for the 2024-25 season are anticipated to be issued in the summer of 2024. Though the claiming deadline is November 15, 2024, it is beneficial for the district to submit claims for expenses incurred through April by June 15, 2024. Any amended plans for the 2023-24 season should be submitted following the process outlined in LCM 23-LCM-11.

IV. Monitoring

Districts and/or community partners, are required to provide OTDA access to program records during the program year as requested. Code Blue programs may be monitored by OTDA at least annually and may include onsite visits. The goal of monitoring is to ensure compliance with the Code Blue regulation. In addition, monitoring enables OTDA to provide technical assistance and to assist the district and/or community partners to meet the overall intent of Code Blue programming. It is the responsibility of the district to monitor all subcontracts.

V. Reporting

Districts must report annually how many people were served, what services were provided, and the related expenses incurred through April. The report template has been added as Attachment 6 to 23-LCM-11, and is attached to this release. The annual Code Blue Report must be submitted to OTDA by June 15, 2024.

Districts are strongly encouraged to track Code Blue placements through a Homeless Management Information System (HMIS) or other electronic system that conforms to HMIS data standards promulgated by HUD.

Questions may be directed to Sarah Watson;
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