



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	24DC058 Upstate and New York City
<b>Date:</b>	September 13, 2024
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, Employment Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Guidance for Family-Centered Case Management Services Plans
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Kyle Miller (Employment and Advancement Services): <a href="mailto:Kyle.Miller2@otda.ny.gov">Kyle.Miller2@otda.ny.gov</a> or (518) 473-1457
<b>Attachments:</b>	<a href="#">Attachment 1- Questions and Answers on Family-Centered Case Management Services Plans</a> <a href="#">Attachment 2- FCCMS Baseline Budget Spreadsheet</a>

### Section 2

The purpose of this GIS is to provide social services districts (districts) with additional guidance on the Family-Centered Case Management Services (FCCMS) initiative.

In July, OTDA released [24-LCM-07](#) announcing district allocations from a \$17.2 million appropriation in Temporary Assistance for Needy Families (TANF) funds, intended for hiring additional staff to provide case management services to families having difficulty stabilizing their households and transitioning toward greater financial security. OTDA requested that each district submit a plan for administration of their allocations by August 30, 2024.

OTDA is committed to supporting districts with their FCCMS plans, and as part of these efforts, held a Webex meeting on August 8, 2024, that was open to all districts to discuss their questions. During this discussion and in the weeks since, we received several questions on program requirements and permissible uses of the FCCMS funding allocations. OTDA developed Attachment 1- *Questions and Answers on Family-Centered Case Management Services Plans* to provide responses to common questions that have come in from districts throughout this process.

In response to feedback on the first few program plans that were submitted, OTDA also developed a budget form template for districts to use and requested that every district submit a

completed FCCMS Baseline Budget Spreadsheet with their program plan. The spreadsheet template is attached to this GIS as Attachment 2- *FCCMS Baseline Budget Spreadsheet*.