



Andrew M. Cuomo
Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole.
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	14-OCFS-LCM-14
To:	Local District Commissioners
Issuing Division/Office:	Division of Child Welfare and Community Services / Division of Administration
Date:	August 26, 2014
Subject:	TANF Funding For Non-Residential Domestic Violence Services for 2014-2015
Contact Person(s):	See Section VI
Attachments:	Attachment A. Individual County Allocations Attachment B. Allocation Attestation Attachment C. Federal TANF Funding Guidelines and Claiming Instructions
Attachments Available Online:	No

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local social services districts of their allocations for Non-Residential Domestic Violence (DV) Services being administered through the Office of Children and Family Services (OCFS). The enacted budget for State Fiscal Year (SFY) 2014-15 includes a Temporary Assistance for Needy Families (TANF) appropriation of \$2,460,000 for the provision of Non-Residential Domestic Violence Services. The allocation for each district is listed in Attachment A of this document.

II. Background

TANF funding for Non-Residential Domestic Violence Services is administered by the OCFS. In addition to using the TANF appropriations for Non-Residential Domestic Violence Services, districts have the option of also dedicating a portion of their Flexible Fund for Family Services (FFFS) allocations to further support Non-Residential Domestic Violence Services.

III. Allocation Methodology

The TANF Non-Residential Domestic Violence Services funding is allocated to local social services districts based on program needs and the district's prior year allocation. A base allocation of \$20,499 is provided to each district. Additional funds are allocated based on the districts' previous domestic violence expenditures and claiming history. Please see Attachment A for a complete list of district allocations.

IV. Program Implications and Federal TANF Funding Guidelines

These TANF funds must be used for enhanced or expanded core and/or optional Non-Residential Domestic Violence Services provided by approved Non-Residential Domestic Violence Programs only for persons with incomes up to 200% of the poverty level. For a complete list of approved Non-Residential Domestic Violence Programs, refer to the OCFS website at <http://ocfs.ny.gov/main/dv/providerlist.asp>.

Local districts must complete Attachment B, TANF 2014-15 Non-Residential Domestic Violence Services Plan and Allocation Attestation, indicating if the district intends to access its TANF allocation. If the district intends to use the funds, a plan needs to be submitted for each approved Non-Residential Domestic Violence Service Provider that will receive money from this allocation. The plans must provide a description of the programs and services being provided with the TANF monies for TANF eligible victims of domestic violence and their children.

Note: Funds cannot be used for medical services, DV hotline services, DV outreach/educational services, or capital expenditures.

Please send the signed and dated Attachment B and plans by September 15, 2014 by mail to:

Pamela Jobin

NYS Office of Children & Family Services
Bureau of Program and Community Services
52 Washington Street, Room 334 North
Rensselaer, N.Y. 12144-2834

As in previous years, these funds must be expended and claimed in accordance with the federal TANF Funding Guidelines and Claiming Instructions (see Attachment C).

V. Claiming Instructions and Periods

All expenditures from the Non-Residential Domestic Violence Services allocation should be claimed in accordance with the Local Department of Social Services' Non-Residential Domestic Violence Services approved plan.

The expenditures for the approved Non-Residential Domestic Violence Services projects should be claimed through the RF17 claim package for special project claiming. Administrative and/or contracted costs associated with approved plans should be identified as F17 functional costs and reported on the Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)" in the F17 column in the RF2A claim package. The individual project costs must also be reported on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" using the project label Non Res DV 13 from the drop down menu on the Automated Claiming System (ACS).

Salary and non-salary costs of staff should be charged to the RF17 claim package. Local district staff whose responsibilities include both Non-Residential Domestic Violence Services and other tasks or services must be time studied. Only costs related to Non-Residential Domestic Violence Services should be charged to the RF17 claim package for Non-Residential Domestic Violence Services.

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 are reported as an 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." The expenditures should be entered in the RF17 Claim Package based on the guidelines noted in Attachment C.

Total project costs and shares should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)."

Instructions for the Schedule D and RF17 claim package are found in Chapters 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/>.

Costs are claimed at 100 percent Federal Share for clients in receipt of TANF or who are eligible for TANF with incomes up to 200 percent of the Federal poverty level. Reimbursement is available up to the limit of the allocation. Costs over the allocation will become regular domestic violence services expenditures, which are subject to 50 percent state reimbursement net of any available Title XX funds.

Because of federal reporting requirements, districts must report both program and administrative costs for claiming purposes. The RF17 claim package permits the reporting of both types of expenditures on the same form.

Under federal TANF regulations, there is a 15 percent limitation for costs claimed for administrative activities. Under the same regulations, certain activities that were previously considered administrative are now classified as program costs and, therefore, are not subject to the 15 percent cap. The guidelines on which costs are administrative and which costs are non-administrative are contained in Attachment C.

The funds announced in this LCM for SFY 2014-15 (DV Round 13), labeled on the RF-17 as Non Res DV 13, must be spent by June 30, 2015, and claimed by August 15, 2015. These funds are to be used to reimburse expenses incurred beginning October 1, 2013, and ending June 30, 2015, with claims due by August 15, 2015.

Additionally, unexpended balances of Non-Residential Domestic Violence Services funding from DV 10 (SFY 2011-12 funding) labeled as Non Res DV 10, DV 11 (SFY 2012-13 funding) labeled as Non Res DV 11 and DV 12 (SFY 2013-14 funding) labeled as DV 12 can be claimed on the RF17 for expenditures incurred from October 1, 2013 through June 30, 2015, with claims due by August 15, 2015. Any districts with remaining Non Res DV 10, DV 11 and DV 12 allocations should spend down those existing balances prior to claiming for Non Res DV 13 monies. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation.

VI. Contact Persons

Programmatic questions should be directed to either the OCFS home office staff listed below or to the appropriate OCFS Regional Office, Division of Child Welfare and Community Services staff:

Home Office

Pamela Jobin, Domestic Violence Program Coordinator, at (518) 474-4787 or Deborah Davis, Assistant Director of Budget, at (518) 474-1361.

Regional Offices

Buffalo	Dana Whitcomb (716) 847-3145 Dana.Whitcomb@ocfs.ny.gov
Rochester	Karen Buck (585) 238-8201 Karen.Buck@ocfs.ny.gov
Syracuse	Sara Simon (315) 423-1200 Sara.Simon@ocfs.ny.gov
Albany	Kerri Barber (518) 486-7078 Kerri.Barber@ocfs.ny.gov
Spring Valley	Yolanda Desarme (845) 708-2498 Yolanda.Desarme@ocfs.ny.gov
NYC	Raymond Toomer (212) 383-1788 Raymond.Toomer@ocfs.ny.gov

Any questions concerning claiming procedures should be directed to the OTDA Bureau of Financial Services by e-mail or telephone:

Edward Conway (Regions I-V) at (518) 474-7549
Edward.Conway@otda.ny.gov

Michael Simon (Region VI) at (212) 961-8250
Michael.Simon@otda.ny.gov

Issued By:

/s/ Laura M. Velez

Name: Laura M. Velez
Title: Deputy Commissioner
Division/Office: Child Welfare and Community Services

/s/ Derek J. Holtzclaw

Name: Derek J. Holtzclaw
Title: Associate Commissioner for Financial Administration
Division/Office: Administration

Attachment A

SFY 2014-2015 TANF NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES ALLOCATIONS

<i>District</i>	Allocation		<i>District</i>	Allocation
Albany	20,741		Ontario	20,499
Allegany	20,499		Orange	20,713
Broome	20,499		Orleans	20,499
Cattaraugus	20,499		Oswego	20,499
Cayuga	20,499		Otsego	20,499
Chautauqua	28,213		Putnam	20,499
Chemung	20,499		Rensselaer	20,499
Chenango	20,499		Rockland	20,499
Clinton	20,499		St. Lawrence	20,499
Columbia	20,499		Saratoga	20,499
Cortland	20,499		Schenectady	20,499
Delaware	20,499		Schoharie	20,499
Dutchess	41,574		Schuyler	20,499
Erie	117,984		Seneca	20,499
Essex	20,499		Steuben	20,499
Franklin	20,499		Suffolk	39,033
Fulton	20,499		Sullivan	20,499
Genesee	20,499		Tioga	20,499
Greene	20,499		Tompkins	20,499
Hamilton	20,499		Ulster	20,499
Herkimer	20,499		Warren	20,499
Jefferson	20,499		Washington	20,499
Lewis	20,499		Wayne	20,499
Livingston	20,499		Westchester	45,183
Madison	20,499		Wyoming	20,499
Monroe	59,874		Yates	20,499
Montgomery	20,499			
Nassau	23,388		Upstate	1,435,105
Niagara	28,554			
Oneida	49,519		New York City	1,024,895
Onondaga	37,874			
			Statewide Totals	2,460,000

ATTACHMENT B

TANF 2014-2015 NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES PLAN AND ALLOCATION ATTESTATION

DISTRICT:

TANF PLAN CONTACT PERSON:

PHONE # AND E-MAIL ADDRESS:

Check one:

By signing this form, I am attesting that the social services district will use its TANF 2014-15 allocation for enhanced or expanded core and/or optional Non-Residential Domestic Violence Services provided by approved Non-Residential Domestic Violence Programs only for persons with incomes up to 200 percent of the poverty level as outlined in the attached, and expenditures will continue to be in accordance with federal TANF guidelines.

By signing this form, I am attesting that the social services district will not be accessing its TANF 2014-15 allocation for Non-Residential Domestic Violence Services.

Name of approved Non-Residential Domestic Violence Service Provider(s) that will receive these funds, and contact person and telephone number or e-mail address:

Program:

Contact Person and Contact Information:

- 1.
- 2.
- 3.

For each provider listed, provide a brief description of the services that will be supported with this allocation using additional sheets as required. (Note: these funds cannot be used to supplant existing federal, state and/ or local funding sources):

Commissioner Signature

Date

Send signed Attachment B with any additional sheets by September 15, 2014 by mail to:

Pamela Jobin
NYS Office of Children & Family Services
Bureau of Program and Community Services
52 Washington Street, Room 334 North
Rensselaer, N.Y. 12144-2796

ATTACHMENT C**FEDERAL TANF FUNDING GUIDELINES AND CLAIMING INSTRUCTIONS****Federal TANF Funding Guidelines**Eligible Families/Individuals

- Funds may be used for families, children and non-custodial parents who are at or below 200 percent of the federal poverty level, and otherwise meet the TANF categorical eligibility standards including the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) U.S. citizenship or qualified alien requirements. For the SFY 2014-15 allocation, the income standards are noted below:

2014 HHS Poverty Guidelines

SOURCE: Federal Register, Volume 79, Number 14, Wednesday, January 22, 2014, pp. 3593-3594

Persons in Family Unit	Poverty Level	200% of Poverty
1	\$11,670	\$23,340
2	\$15,730	\$31,460
3	\$19,790	\$39,580
4	\$23,850	\$47,700
5	\$27,910	\$55,820
6	\$31,970	\$63,940
7	\$36,030	\$72,060
8	\$40,090	\$80,180
For each additional person, add	\$4,060	\$8,120

Allowable Costs

- Allowable services must meet the federal definition of non-assistance.
- The funds may not be used for assistance. Assistance for federal purposes consists of any payment or benefit designed to meet ongoing basic needs -- food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Assistance also includes supportive services such as transportation or child care provided to unemployed recipients. Assistance paid to a person receiving Family Assistance or Non-Cash Safety Net

Assistance/Federal Participation is counted toward the 60-month TANF time limit. Assistance counts toward the support offset.

- Funds may be utilized to provide transportation services only when those services are incidental to the services being provided to people receiving TANF-funded public assistance (PA). With regard to transportation services, transportation is permissible for employment or other allowable activities, as long as the program of transportation does not constitute assistance or, if it does constitute assistance, it is only provided to people receiving PA.
- Funds cannot be used for medical services, Domestic Violence (DV) hotline services, DV outreach/educational services, and capital expenditures.

Cost Allocation

- Costs must be allocated to benefiting programs when more than one program is involved in a particular activity, whether done by local district staff or contractor staff. Cost allocation rules are contained in the Fiscal Reference Manuals and in Federal Circular OMB A-87 for Local Departments of Social Services; non-profit organizations, other than hospitals and institutions of higher education or those specifically excluded, are governed by OMB Circular A-122; OMB Circular A-21 contains rules for Education Institutions, 48 CFR 31 governs for-profit organizations.

Administrative Costs 15 Percent Rule

- The maximum amount the state can spend on administration is 15 percent against the TANF Block Grant after transfer to other block grants. This limitation applies to the non-residential domestic violence allocation for SFY 2014-15.
- The federal definition of administration is different from the state definition. When TANF costs are claimed to the federal government, they must be claimed according to the federal definition. The final federal regulations exclude direct costs, including salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance). For example, the cost of providing diversion benefits and services, providing program information to clients, screening and assessment, development of employability plans, work activities, post-employment services, work supports, and case management services, including those involving child welfare case management, except for performing the eligibility determinations, are all excluded from the definition, and should be claimed as program expenditures. Also excluded are costs for contracts devoted entirely to program activities.
- The revised definition specifically includes contract costs (except those excluded totally or in part as program activities), all indirect and overhead costs, and activities related to eligibility determinations within the definition of administrative costs. The following are examples of administrative costs included in the regulations:
 - Salaries and benefits of staff performing administrative and coordination functions
 - Preparation of program plans, budgets, and schedules

- Monitoring programs and projects
- Fraud and abuse units
- Procurement activities
- Public relations
- Services related to accounting, litigation, audits, management of property, payroll, and personnel
- Costs for the goods and services required for administration of the program (supplies, equipment, travel postage, utilities, office rent, and maintenance), provided that such costs are not excluded as program services
- Travel costs incurred for official business and not excluded as program costs
- Management information systems not related to tracking and monitoring (such as state payroll staff)
- Preparing reports and other documents

Overhead and A-87 costs must be budgeted for any program for which local district staff is budgeted.

Claiming Instructions (repeated from Page 2 of the LCM)

All expenditures against the Non-Residential Domestic Violence Services allocation should be claimed in accordance with the Local Department of Social Services' Non-Residential Domestic Violence Services approved plan.

The expenditures for the approved Non-Residential Domestic Violence Services projects should be claimed through the RF17 claim package for special project claiming. Administrative and/or contracted costs associated with approved plans should be identified as F17 functional costs and reported on the Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)" in the F17 column in the RF2A claim package. The individual project costs must also be reported on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" Using the project label Non Res DV 13 from the drop down menu on the Automated Claiming System (ACS).

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Under federal TANF regulations, there is a 15 percent limitation for costs that may be claimed for administrative activities. Under the same regulations, certain activities that are normally considered administrative are now classified as program costs under these federal rules and, therefore, are not subject to the 15 percent cap. The guidelines on which costs are administrative and which are non-administrative are noted above.

Claiming Periods (repeated from Page 2 of the LCM)

All expenditures against the Non-Residential Domestic Violence Services allocation should be claimed in accordance with the local social services district's Non-Residential Domestic Violence Services approved plan.

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