

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |
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OCFS-4616EL (Rev. 11/98)

Transmittal No: 01 OCFS LCM-05

Date: March 20, 2001

Division: Development and
Prevention Services

TO: Local District Commissioners

SUBJECT: TANF Funding For Non-Residential Domestic Violence
Services

ATTACHMENTS: A, B, C, D, and E are not available on-line.

Background

The purpose of this memorandum is to notify social services districts (districts) of their allocation for non-residential domestic violence services being administered through the Office of Children and Family Services (OCFS). The State Fiscal Year (SFY) 2000/2001 budget appropriated \$8 million in Temporary Assistance to Needy Families (TANF) funds for non-residential domestic violence services. Of these funds, \$5 million is being distributed by the Office of Temporary and Disability Assistance (OTDA) through the Temporary Assistance to Needy Families (TANF) Services Plan. The remaining \$3 million is set aside for OCFS to distribute to districts for the provision of non-residential domestic violence services. These funds are made available in response to the increased demand for non-residential domestic violence services concomitant with implementation of the Family Violence Option that requires a domestic violence screening for all applicants and recipients of Temporary Assistance.

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A maximum of 15% of the county award may be applied to administrative costs (see Attachment A for the definition of allowable administrative costs). The remaining funds must be applied to non-residential domestic violence services. Since non-residential domestic violence services must be offered by an approved Non-Residential Domestic Violence Program (in accordance with 18 NYCRR Part 452), direct services funds must be used only for approved Non-Residential Domestic Violence Programs (operated either by a district or a not-for-profit non-residential program under contract with the district). Non-Residential Domestic Violence Programs are approved through the county Consolidated Services Plan process. Therefore funds may be distributed only to a provider listed in the plan (or in a plan amendment).

The individual county allocations are attached to this memorandum (Attachment B). Each district is allocated a minimum of \$ 25,000. The balance of the \$3 million is allocated based on historical Title XX expenditures for services for victims of domestic violence in Federal Fiscal Year (FFY) 1998-99.

Application Requirements

In order to receive these funds, 3 copies of the following documents must be submitted by May 15, 2001 to Richard Nells (attn: Lisa Gordon), OCFS, Riverview Center, 6th Floor, 40 N. Pearl St., Albany, NY 12243:

- * Application Cover Page and Assurances (Attachment C) signed by the social services district commissioner.
- * Budget (Attachment D) and Budget Narrative documenting the expenditure plan for the allocation.
- * Program Plan (Attachment E) developed in collaboration with the approved Non-Residential Domestic Violence Program(s) in the county.
- * A letter of participation signed by the Approved Non-Residential Domestic Violence Program(s). (If the county is the approved Non-Residential Program, the letter of participation is not required.)

For assistance completing these forms, please contact Lisa Gordon at (518) 474-6512 or E-mail at AX7540@dfa.state.ny.us.

Upon review and approval of the plans, OCFS will be issuing letters of approval. Funds must not be spent until the approval letter is received.

Funding Guidelines

Below are the guidelines for expenditure of these funds:

- * Funds must be used only for new services or for the expansion or enhancement of existing non-residential services for victims of domestic violence. Services must be provided by an approved Non-Residential Domestic Violence Program. Funds may not be used to support existing operational or service expenses. If funds are being provided to a not-for-profit organization, a new or existing contractual arrangement must be in place to document the expenditure plan and the services to be provided in relation to this funding source.

- * Providers must document that families served as a result of this funding source have incomes that do not exceed 200 percent of the federal poverty level and are pregnant women or parent or caretaker relatives with children. (Refer to 00 LCM-20 for instructions and forms.)
- * Funds may be used for core or optional services as outlined in the program regulations (18 NYCRR Part 452) or for other related services for victims of domestic violence. However, because providers must certify that the service recipients meet the TANF eligibility requirements, only those services that can be clearly allocated to the eligible target population are allowable. Hotline services and general outreach and education services, for example, would not be eligible for funding.
- * Funds may not be used to supplant existing local, state or federal funding sources. Existing contracts for non-residential domestic violence services must not be reduced as a result of this new funding source.
- * Grantees will be required to submit monthly reports regarding the number of families served and program expenditures. Until the TANF web-based reporting system is operationalized, data regarding families served will be reported on the LDSS 4722 as outlined in 00-LCM-15. LDSS 3922 will be used for financial reports. (Refer to page 3 for claiming instructions.)
- * Funds may not be used for medical services or capital expenditures.
- * Funds may not be used for on-going child care and transportation. Child care and transportation services which are incidental to the program may be funded only if they are short term, non-recurring and will not last longer than 4 months.
- * Funds may not be used for "assistance," i.e. anything that is designed to meet a family's ongoing basic needs, including cash assistance, vouchers and/or similar benefits.
- * Funds must be applied to expenses incurred for services provided after October 1, 2000 and before June 30, 2002. Funds are available for one time only but may be renewed for additional years, depending on availability of additional funds. Social services districts must spend these funds by June 30, 2002 and claim to OTDA by August 15, 2002.
- * Social services districts must cost allocate in accordance with the instructions in Attachment A.

Social service districts are encouraged to collaborate with domestic violence service providers in the development of plans and the provision of such services. Social service districts and domestic violence service providers should coordinate and plan carefully for these funds in combination with the other funding sources available to support non-residential domestic violence services including the following:

- * Non-residential contracts - Title XX Reimbursement is provided to districts for non-residential domestic violence services provided directly by the district or by a not-for-profit non-residential domestic violence program contract with the district. 50% State reimbursement is available for expenditures that exceed the district's Title XX allocation. These funds may be applied towards core and optional services only, in compliance with the program regulations, and can be used to support services provided to all victims of domestic violence regardless of financial eligibility.

- * Federal Family Violence Prevention and Services Act funds - On an annual basis, OCFS allocates 95% of the State's federal award to all approved residential and non-residential domestic violence service providers. The individual program awards have averaged approximately \$40,000 and may be used to support operational expenses and/or service enhancements. All victims of domestic violence may be served through this resource regardless of financial eligibility.
- * Temporary Assistance to Needy Families Services Plan - Funds are being made available through OTDA and must be used to support costs associated with the Family Violence Option activities including domestic violence screening and referral to counseling and related services for eligible individuals and families whose incomes do not exceed 200% of the federal poverty level.

OCFS funds for these TANF funded Non-Residential Domestic Violence Services will be reimbursed separately from these other funding sources.

Claiming Instructions

The local districts should report their non-residential domestic violence services expenditures as F17 functional costs. These costs will be claimed for reimbursement on the Schedule D-17, "Distribution of Allocated Costs to Other Reimbursable Programs" (LDSS-3274) in a column labeled "Non-Res DV". These costs will then carry through to a LDSS-3922, "Reimbursement Claim for Special Projects" also labeled "Non-Res DV". A revised LDSS-3922 has been released to the local districts as part of Local Commissioners Memorandum 01-LCM-02 dated January 8, 2001. A supply of the revised LDSS-3922 (revision date 12/00) was mailed to each local district during December, 2000. Please use the revised version when submitting claims for the non-residential domestic violence services program.

Costs are claimed at 100% Federal share for clients in receipt of TANF or who are eligible for TANF with incomes up to 200% of the federal poverty level. Reimbursement is available up to the limit of the allocation. Costs over the allocation will become regular domestic violence expenditures.

Because of federal reporting, the local districts must report both programs and administrative costs for claiming purposes. The revised LDSS-3922 permits the reporting of both types of expenditures on the same claim form. These claims should be submitted on a monthly basis to the following:

Office of Temporary and Disability Assistance
Bureau of Financial Services - Claims Unit 14th Floor
40 North Pearl Street
Albany, New York 12243

Under Federal TANF regulations, there is a 15% limitation for costs that may be for administrative activities. Under the same regulations, certain activities that are normally considered administrative are classified as program costs under these federal rules, and therefore, are not subject to this 15% cap. Attachment A of this release provides guidelines on what costs are administrative and which are non-administrative.

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Please note that claims cannot be processed unless accompanied by the data report (LDSS 4722). Any questions concerning claiming procedures may be directed to OTDA Bureau of Financial Services; Roland Levie (Regions I - IV) at 1-800-343-8859, ext. 4-7549 User ID FMS001, or Marvin Gold (Region V-VI) at 212-383-1733, User ID OFM270.

Questions other than those related to form completion and the claiming instructions should be directed to the appropriate Regional Office as follows:

BRO	Linda Brown	(716) 847-3145	User ID: 89D421
RRO	Linda Kurtz	(716) 238-8201	User ID: 0FH010
SRO	Jack Klump	(315) 423-1200	User ID: 89W005
ARO	Bill McLaughlin	(518) 486-7087	User ID: 0FN010
NYCRO	Gail Hallerdin	(212) 383-1788	User ID: AA0120
YRO	Pat Sheehy	(914) 377-2080	User ID: AM4110

Donald K. Smith
Deputy Commissioner
Development and Prevention Services

Attachments

- * Attachment A -- Administrative Expenses, Cost Allocation & Claiming
- * Attachment B -- County Allocations
- * Attachment C -- Application Cover Page and Assurances
- * Attachment D -- Budget Forms
- * Attachment E -- Program Plan