



# Office of Children and Family Services

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Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	16-OCFS-LCM-20
<b>To:</b>	Local Social Services District Commissioners Directors of Services Youth Bureau Directors County Probation Directors
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	December 28, 2016
<b>Subject:</b>	<b>Guidelines and Instructions for Preparing the Child and Family Services Plan Update</b>
<b>Contact Person(s):</b>	See "Technical Assistance Contacts" on page 4
<b>Attachments:</b>	Child and Family Services Plan, instructions and log-in for templates: <a href="http://ocfs.state.nyenet/cfsp/login.asp">http://ocfs.state.nyenet/cfsp/login.asp</a> This website is not available to the public. Appropriate permission is required to access the site.

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) for the completion of the required Annual Plan Update (APU) for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus and county probation departments.

### II. Background

County youth bureaus and LDSSs are required by statute to develop and submit to New York State local, multi-year plans for the provision of services and the allocation of resources, including the required Persons in Needs of Supervision (PINS) Diversion Plan that is developed by LDSSs, county youth bureaus, and county probation departments.

The 2012-2016 CFSP cycle will be extended by one year, thus creating a 2012-2017 CFSP cycle.

In 2016, New York State participated in the federal Child and Family Services Review (CFSR), and New York State's performance was identified as below the national average on six of the seven safety and permanency indicators. The on-site portion of the 2016 New York State CFSR identified several areas in need of improvement. Therefore, the federal Children's Bureau requires the New York State Office of Children and Family Services (OCFS) to submit a CFSR Program Improvement Plan (PIP) that includes strategies and measurable indicators designed to improve outcomes.

This APU plan cycle extension will, throughout 2017, provide counties the opportunity to 1) fully engage in a data-driven needs assessment process and 2) develop targeted strategies designed to positively impact key safety and permanency outcomes indicators set forth in the federal CFSR. The 2017 APU will serve as each county's PIP.

### III. Program Implications

As in previous APU years, APU includes Appendices A-W and the Program Narrative. The 2017 APU will also include a 2017 Child Welfare Planning Addendum that will lay the foundation for the county planning work expected to occur throughout 2017.

Submission Process: The 2017 APU consists of three components:

- Appendices A-W
- Program Narrative
- 2017 Child Welfare Planning Addendum

LDSSs are required to submit the APU electronically using the Appendix, Program Narrative, and the 2017 Child Welfare Planning Addendum templates that can be found on the OCFS intranet under the Child and Family Services Plan page. The system will be available on December 28, 2016 to input the 2017 APU information. To access the CFSP appendix templates and the instructions directly, use the following link: <http://ocfs.state.nyenet/cfsp/login.asp>. The **2017 Annual Plan Update Guidance Document**, which includes directions and guidance for completing your APU, is also available on this site.

Submission Timeline: Plan components must be received by the following dates:

- Appendices A-W: Appendices that must be updated are due January 31, 2017
- Program Narrative: January 31, 2017
- 2017 Child Welfare Planning Addendum: January 31, 2017

Appendices and Program Narrative Overview: The Appendix and Program Narrative templates are stand-alone templates that must be used to record any changes or proposed changes to your county plan. **The Appendices and Program Narrative sections will be populated with the information from last year's update, as applicable, for your reference. Please note that the child care appendices have been revised to reflect changes in the federal law and reorganized for ease of administration.**

Appendices: Specific appendices require updates; they are listed below:

- Table of Contents
- Signature/Attestation/Waiver – Appendix A

- Program Matrix – Appendix F
- Child Care:
  - Child Care Amendments – Appendix K #1: LDSSs must indicate whether there is a change for each Child Care appendix.
  - Reasonable Distance, Recertification Period, Family Share, Very Low Income, Federal and Local Priorities – Appendix M #1: LDSSs must indicate how priority is given to the new federal priority category of families experiencing homelessness.
  - Case Openings, Case Closings, and Waiting List – Appendix M #2: LDSSs must indicate how priority is given to the new federal priority category of families experiencing homelessness in the case opening and closing processes.
  - District Options – Appendix N: LDSSs must indicate which optional child care appendices are changed. Additionally, LDSSs must indicate if local equivalents to state forms are used and attach copies of the local equivalents for approval, even if previously approved by OCFS. Further, LDSSs must indicate if the district is using OCFS-6025, *Application for Child Care Assistance*.
  - Additional Local Standards for Child Care Providers – Appendix Q: LDSSs must re-submit any request for additional local standards for approval, even if previously approved by OCFS.
  - Transportation, Differential Payment Rates, Enhanced Market Rate for Legally Exempt Family and In-Home Providers, and Sleep – Appendix T: LDSSs must complete the Differential Payment Rate section to reflect regulatory changes anticipated to take effect on March 1, 2017.
- PINS Diversion Services – Appendix V
- 2017 Child Welfare Planning Addendum (*new this year*)

All other appendix templates are only updated if changes are being made to the existing five-year plan. This includes any changes made to the public participation process as described in Appendices B-1 through B-6.

Program Narrative: Counties are required to provide an update for each program area in the Plan Program Narrative section. **The updates must be bolded.** You should include a description of what has transpired over the past year, needs assessment findings, what outcomes you have reached, what strategies you are planning for in the upcoming year, an update on the strategies you have used (i.e., whether they are effective and worth continuing), and a description of what new strategies you will use to improve the outcomes for each program area.

Through this APU, LDSSs will report on any changes being implemented in their current CFSP and make any necessary changes to the CFSP for the remaining period of their plan, if approved by OCFS.

If you are proposing amendments to your plan that reduce services, change fees, or change eligibility standards, you must publish the amendment for public comment and present it to your local advisory council prior to submitting the APU. You must then include a description of the plan amendment and the public participation process in the Plan Program Narrative. You do not need to complete Appendix E – Public Hearing for

the APU, although OCFS reserves the right to require that a public hearing be held in cases of significant program change.

2017 Child Welfare Planning Addendum Overview: The 2017 APU will include an additional addendum that counties will use to establish their county planning/local continuous quality improvement (CQI) process. This addendum will require counties to include information about their local performance on the CFPSR indicators and their assumptions about underlying factors related to their performance. Counties will be asked to document their proposed local planning structure, including team members, frequency of meetings, and other planning infrastructure components.

Each county is required to electronically submit its APU by the due dates listed within this LCM. Hard copies are no longer necessary. The original signed signature page should be maintained by the county in its records with a copy being sent to your OCFS regional office.

### **Technical Assistance Contacts**

Staff from the regional offices and program areas listed below is available to assist you.

#### **Regional Office – Child Welfare and Community Services (CWCS)**

BRO – Amanda Darling, (716) 847-3145; [Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

RRO – Karen Buck, (585) 238-8201; [Karen.Buck@ocfs.ny.gov](mailto:Karen.Buck@ocfs.ny.gov)

SRO – Sara Simon, (315) 423-1200; [Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

ARO – John Lockwood, (518) 486-7078; [John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

NYCRO – Ronni Fuchs, (212) 383-1808; [Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

SVRO – Yolanda Desarmé, (845) 708-2498; [Yolanda.Desarme@ocfs.ny.gov](mailto:Yolanda.Desarme@ocfs.ny.gov)

Questions on content areas may be directed to:

Child Care – Michelle Clark, (518) 473-0676; [Michelle.Clark@ocfs.ny.gov](mailto:Michelle.Clark@ocfs.ny.gov)

Domestic Violence – Pamela Jobin, (518) 402-6766; [Pamela.Jobin@ocfs.ny.gov](mailto:Pamela.Jobin@ocfs.ny.gov)

Adult Services – Paula Vielkind, (518) 474-9590; [Paula.Vielkind@ocfs.ny.gov](mailto:Paula.Vielkind@ocfs.ny.gov)

PINS – Jennifer Bargo, (518) 474-9441; [Jennifer.Bargo@ocfs.ny.gov](mailto:Jennifer.Bargo@ocfs.ny.gov)

Youth Development – Matt Beck, (518) 402-3296; [Matt.Beck@ocfs.ny.gov](mailto:Matt.Beck@ocfs.ny.gov)

*/s/ Laura M. Velez*

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**Issued By:**

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Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services