



# Office of Children and Family Services

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Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	20-OCFS-LCM-22
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Administration, Bureau of Budget Management
<b>Date:</b>	December 31, 2020
<b>Subject:</b>	<b>Raise the Age Finger Lakes Southern Tier County Collaborative (FLSTCC) Claiming for Regional Detention Planning Services</b>
<b>Contact Person(s):</b>	See section V.
<b>Attachments:</b>	None

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide localities with claiming instructions for the Finger Lakes Southern Tier County Collaborative (FLSTCC) for regional detention planning services related to Raise the Age (RTA) made in calendar year 2020 and calendar year 2021.

### II. Background

Part WWW of Chapter 59 of the Laws of 2017 contains the provisions for the enacted RTA legislation. RTA raised the age of criminal responsibility to 18 years of age, in a phased-in manner over two years, and applies to youth who were

- 16 years old beginning October 1, 2018; and
- 17 years old beginning October 1, 2019.

Pursuant to Chapter 53 of the Laws of 2020, SFY 2020-21 appropriation authority is available for reimbursement of eligible RTA claims, provided the provisions of the laws and SFY 2020-21 claiming deadlines are met. The appropriation includes a provision that allows the state to reimburse localities that meet eligibility criteria for 100 percent of the incremental costs for RTA, net of federal. To be eligible for reimbursement, the appropriation requires that a locality submit an SFY 2020-21 Comprehensive Fiscal Plan

for RTA to the New York State Office of Children and Family Services (OCFS) and the New York State Division of Criminal Justice Services that identifies anticipated, eligible incremental RTA-related costs. The SFY 2020-21 Comprehensive Fiscal Plan for RTA is then reviewed and approved by the state Division of the Budget (DOB) for an eligible locality to be reimbursed for 100 percent of its costs. A locality is deemed eligible if it meets the criteria set forth in State Finance Law §54-m. All claims submitted by an eligible locality, except for costs where separate guidance has been provided, such as secure and specialized secure detention for non-provider localities and foster care costs reimbursed within the maximum state aid rate, must have been included in an eligible locality's SFY 2020-21 State-approved Comprehensive Fiscal Plan for RTA. For eligible localities, 100 percent state reimbursement is available net of any federal funds for services and related expenses included in the locality's SFY 2020-21 State-approved Comprehensive Fiscal Plan for RTA that are provided to RTA-eligible youth.

### III. Program Implications

Localities are eligible to receive reimbursement for RTA FLSTCC expenses for regional detention planning services included in their SFY 2020-21 DOB-approved Comprehensive Fiscal Plan for RTA. These expenses are included in the "All Other – Human Services" instrument tab category of the *Final Approved Items – Locality Chart* included in the DOB-approval letter for the SFY 2020-21 Comprehensive Fiscal Plan for RTA for the locality.

### IV. Claiming

DOB-approved "All Other – Human Services" for RTA FLSTCC for regional detention planning services expenditures must be separately identified and claimed through the RF-17 claim package for special project claiming. The costs must be identified as F17 functional costs and reported in the RF-2A claim package on the Schedule D, *DSS Administrative Expenses Allocation and Distribution by Function and Program* (LDSS-2347), in the F17 column. The individual project costs must also be reported under the project label "RTA FLSTCC 2020" and "RTA FLSTCC 2021" on the LDSS-4975A, RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs*.

Total project costs, including all costs regardless of state reimbursement, must be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*. Please note that associated Central Services costs (previously known as A-87) are not reimbursable from state funds and, therefore, are 100 percent local share. Local districts' administrative costs are an allowable expense under this project and will be reimbursed at 100 percent state share up to the district's approved allocation from the SFY 2020-21 DOB-approved Comprehensive Fiscal Plan for RTA. Salary and fringe benefit costs related to the RTA FLSTCC regional detention planning program may be directly charged to the RF-17 claim package.

To receive reimbursement, eligible "All Other – Human Services" expenditures for RTA FLSTCC for regional detention planning services for calendar year 2020 must have been incurred between January 1, 2020, and December 31, 2020, and final accepted in the Automated Claiming System (ACS) by June 30, 2021. Eligible "All Other – Human Services" expenditures for RTA FLSTCC for regional detention planning services for

calendar year 2021 must be incurred between January 1, 2021, and December 31, 2021, and final accepted in the Automated Claiming System (ACS) by June 30, 2022.

Further instructions for completing the Schedule D and RF-17 claim package can be found in Chapters 7 and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRMs are available online at <http://otda.state.ny.net/bfdm/finance/>.

## V. Other

### **Fiscal questions regarding the RTA program should be directed to:**

Shonna Clinton, Chief Budgeting Analyst, Bureau of Budget Management,  
(518) 474-1361, [Shonna.Clinton@ocfs.ny.gov](mailto:Shonna.Clinton@ocfs.ny.gov)

### **Programmatic questions should be directed to the Bureau of Detention Services:**

Dan Hulihan, 518-473-4511, [Daniel.Hulihan@ocfs.ny.gov](mailto:Daniel.Hulihan@ocfs.ny.gov)

### **Automated Claiming System questions should be directed to:**

Regions 1-5: Lauren Horn, (518) 474-7549, [otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

Region 6: Michael Simon, (212) 961-8250, [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

***/s/ Derek J. Holtzclaw***

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### **Issued by:**

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Division/Office: Administration