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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-88

Date: July 22, 1993

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: Federal Family Unification Program demonstration

ATTACHMENTS: (1) Federal Register issuance for July 6, 1993: Notice of Fund Availability (NOFA) for Fiscal Year 1993, and Program Guidelines for the Family Unification Demonstration Programs; Notice (not available on-line)  
(2) Model letter of Intent to Participate (available on-line)  
(3) DHCR Section 8 Local Administrator Directory (available on-line)

The purpose of this Local Commissioners Memorandum is to alert local social services districts of the opportunity to participate in a federal demonstration of the Family Unification Program. \$75 million in federal funds will be set aside to support demonstrations of the Family Unification Program in sixteen states during federal fiscal year (FFY) '93. This amount will support approximately 2,200 Section 8 rental certificates. As was the case with the initial FFY '92 demonstration, the federal Department of Housing and Urban Development is soliciting joint applications to participate from public housing authorities and public child welfare agencies. See Attachment 1: Federal Register issuance for July 6, 1993: Notice of Fund Availability (NOFA) for Fiscal Year 1993, and Program Guidelines for the Family Unification Demonstration Programs

The purpose of the Family Unification Program is to test the effectiveness of the provision of housing services in averting the need for foster care placement or in facilitating a child's return home from foster care. The Family Unification Program provides federally funded Section 8 rental certificates to families who meet the federal Section 8 eligibility criteria and for whom lack of adequate housing is a primary factor in the imminent placement or in the delay of discharge of a child, or children, to the family from out of home care.

The Family Unification Demonstration program will require coordination between the public child welfare agency (i.e., the social services district) and the local public housing authority or local Section 8 Administrator. Social Services district responsibilities include the following:

- (1) Providing written certification to the local public housing authority or local Section 8 Administrator that a family meets the criteria for imminent placement of children or delay in the discharge of children due to the lack of adequate housing as a primary factor.
- (2) Establishing and implementing a system to identify eligible families within the agency's caseload and reviewing referrals from the local public housing authority or local Section 8 Administrator.
- (3) Committing sufficient staff resources to ensure that eligible families are identified and the certification process completed in a timely manner.

Local public housing authority or local Section 8 Administrator responsibilities include the following:

- (1) Reviewing the Section 8 waiting list to identify families that may be eligible for the program and referring them to the public child welfare agency for a determination of eligibility.
- (2) Determining whether families referred by the public child welfare agency are eligible for Section 8 assistance.
- (3) Administering the Family Unification Section 8 rental certificate program.

Both the local public housing authority or local Section 8 Administrator and the social service district must agree to cooperate with and provide requested data to the HUD office having responsibility for the program evaluation.

Last year, this Department collaborated with the Division of Housing and Community Renewal to apply on behalf of sixteen local social services districts and Section 8 Local Administrators. The Family Unification Program has operated in NYS using the eligibility standards utilized for the provision of housing services to discharge a child from foster care pursuant to 430.9(e)(2) of Department regulations and those utilized for the preventive housing grant demonstration program to prevent foster care placement pursuant to 91 LCM 139.

A joint application will again be developed by the Department and DHCR on behalf of interested local social services districts and Section 8 Local Administrators who indicate an intent to participate and who meet the criteria established by the Department of Housing and Urban Development (HUD). HUD has identified additional parameters for the operation of Family Unification demonstration projects. Now, all public housing authorities receiving additional rental vouchers or certificates in FFY 1993 must establish a local Family Self-Sufficiency (FSS) Program. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance, while living in assisted housing, so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. Accordingly, only those local social services districts in which the Section 8 Local Administrator is under DHCR jurisdiction and has established, or intends to establish, an FSS program, can opt to participate in the statewide demonstration.

The following districts have Section 8 Administrators under the jurisdiction of DHCR and also have established Family Self-Sufficiency programs and are therefore eligible to apply for participation in the Family Unification Program through a state level joint application by the Department and DHCR:

Allegany	Cayuga	Chautauqua
Chenango	Delaware	Dutchess
Essex	Genessee	Greene
Herkimer	Jefferson	Lewis
Madison	Nassau	Ontario
Orange	Oswego	Otsego
Putnam	Rockland	St. Lawrence
Suffolk	Tompkins	Ulster
Westchester	Wyoming	New York City
Niagara		

The districts listed above must therefore decide whether they want to participate in the Family Unification Program, whether they wish to participate in the state's joint application, and whether they wish to pursue local applications with local public housing authorities, either in addition to or instead of being part of the state's joint application. Those districts who wish to be parties to the state's joint application must submit the required letter indicating an intent to participate by Friday, August 6, 1993. A model letter of intent to participate is included as Attachment 2.

The following districts have Section 8 Local Administrators under the jurisdiction of DHCR but do not yet have an established Family Self-Sufficiency Program. If a Local Administrator decides to apply to HUD for the establishment of a Family Self-Sufficiency Program during 1993, that Local Administrator would also be eligible to apply for the Family Unification Program. The local social services district should therefore directly contact the Section 8 Local Administrator in the county to determine if an application to establish a Family Self-Sufficiency Program will be made for 1993 and if the Administrator also intends to apply for participation in the Family Unification Program. If so, the local social services district must submit the required letter indicating an intent to participate by Friday, August 6, 1993.

Cattaraugus	Chemung	Hamilton
Columbia	Franklin	Orleans
Livingston	Schuyler	Seneca
Saratoga	Sullivan	Tioga
Steuben	Wayne	Yates
Washington	Clinton	

In addition, we are encouraging districts to explore local applications representing public housing authorities and the public child welfare agency (local district social services). Counties in which DHCR does not have jurisdiction over any Section 8 Administrator must submit a local application directly to HUD if it is interested in participating in the Family Unification Program. The requirement to establish a Family Self-Sufficiency program also applies in these cases. While any district may develop and submit a joint local application, the following districts can participate in the Family Unification Program only through a local application developed jointly between the public child welfare agency and the public housing authority:

Albany	Broome	Cortland
Erie	Fulton	Monroe
Montgomery	Oneida	Onondaga
Rensselaer	Schenectady	Schoharie
Warren		

Please direct any questions to Jayne Stillwell, Bureau of Policy Planning, at 1-800-342-3715, extension 486-3448. Letters of intent may be mailed to me or directed via e-mail to Jayne Stillwell (User ID 0fb090).

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Frank Puig  
 Deputy Commissioner  
 Division of Services and  
 Community Development

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Attachment #2

Model

Letter of Intent

Dear Deputy Commissioner Puig:

The (county) Department of Social Services wishes to participate in the Family Unification Program Demonstration Program pursuant to the federal guidelines for this program. Written notification has been provided to the Section 8 Local Administrator of this interest.

The Section 8 Local Administrator currently operates a Family Self-Sufficiency program or intends to establish a Family Self-Sufficiency Program in 1993.

The (county) Department of Social Services agrees to provide information on local need, experience with existing housing programs, and assistance provided to families on locating housing which may be needed to assist the Department and the Division of Housing and Community Renewal in the application process and implementation of this program.

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Commissioner  
(County) Department of  
Social Services

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NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL

SECTION 8 LOCAL ADMINISTRATOR ADDRESS AND TELEPHONE DIRECTORY

J U N E 1 9 9 3

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ALLEGANY COUNTY

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Accord Corporation  
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Belmont, NY 14813  
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PAR: Marlene Babchak

FSS Coordinator: Lynda Baker

CATTARAUGUS COUNTY

Joan Davis  
Cattaraugus Development Corporation  
201 South Union Street  
Olean, NY 14760  
(716) 372-2550  
fax: (716) 372-8686

PAR: Cheryl Galmer

CKS: " "

CAYAUGA COUNTY

Helen Wilmont  
Cayuga Development Corporation  
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Auburn, NY 13021  
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fax: (315) 255-6114

PAR: Helen Wilmont

CKS: Rose

FSS Coordinator: Thomas A. Falicchio

CHAUTAUQUA COUNTY

Diane Salvo  
Chautauqua Opportunity Inc.  
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Jamestown, NY 14701  
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FSS Coordinator: Diane Salvo

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TRI-COUNTY HOUSING  
CHEMUNG, SCHUYLER & STEUBEN

Al Smith  
Tri-County Action Council  
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Corning, NY 14830  
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PAR: Judy Celelli  
CKS: " "

CHENANGO COUNTY

Jack Salvo, Director

Nancy Matz  
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PAR: Nancy Matz  
CKS: " "

FSS Coordinator: Nancy Matz

CLINTON COUNTY

Carol Harsh  
Clinton County Housing  
Surrogate Building  
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fax: (518) 565-4616 (PRO PRINTERS)

PAR: Carol Harsh  
CKS: " "  
Debbie



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COLUMBIA COUNTY

Gail Paone  
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DELAWARE COUNTY

John Eberhart  
Delaware Opportunities  
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PAR: Lynda Hitt  
CKS: " "

FSS Coordinator: Mary Kilmer

DUTCHESS COUNTY

Jayne McKnight  
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Hollobrook Office Park  
15 Myers Corners Road; Suite 3F  
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PAR: Jayne McKnight  
CKS: Rose Watt

FSS Coordinator: Lorraine Frazier

ESSEX COUNTY

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PAR: Sally Jennings  
CKS: " "

FSS Coordinator: Sue Reaser

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FRANKLIN COUNTY

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Franklin County Community Housing  
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Malone, NY 12953  
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PAR: Mandy Jarvis  
CKS: " "

GENESSEE COUNTY

Kevin Kennedy  
Rural New York Farmworker  
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Batavia, NY 14020  
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PAR: Kevin Kennedy  
CKS: " "

FSS Coordinator: Donna L. Murphy

GREENE COUNTY

Zenna Rose  
Greene County Planning  
Mountain Avenue  
Cairo, NY 12413  
(518) 622-3251  
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PAR: Zenna Rose  
CKS: Beverly

FSS Coordinator: Zenna Rose

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HAMILTON COUNTY

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County White House  
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(518) 548-5981  
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PAR: Manda  
CKS: "

HERKIMER COUNTY

Scott D. Holden  
Community Action in Herkimer County  
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Herkimer, NY 13350  
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PAR: Scott Holden  
CKS: " "

FSS Coordinator: Scott Holden

JEFFERSON COUNTY

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PAR: Lila Youngs  
CKS: Sally Allen

FSS Coordinator: Phyllis Roberts

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LEWIS COUNTY

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FSS Coordinator: Brenda Monnat

LIVINGSTON COUNTY

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MADISON COUNTY

Terri Galavotti  
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Town of Eaton Building  
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PAR: Betty Risgal  
CKS: " "

FSS Coordinator: Terri Galavotti

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NASSAU COUNTY

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Nassau County Office of  
Intergovernmental Affairs  
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PAR: Joan Lumia  
CKS: " "

FSS Coordinator: Denise Garner

NEW YORK/D.H.C.R.

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FSS Coordinator: Gloria Crum

NIAGARA COUNTY

John Drake, Director

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PAR: Helen Del Signore  
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PAR: Jeannie  
CKS: "

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PAR: Carmen Nieves  
CKS: " "

Family Services Administrator: Lynda Rogers-Seeley  
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FSS Coordinator: Donna Osborne

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ORLEANS COUNTY

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PAR: Sheila Allport  
CKS: Karen

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PAR: Donna Scanlon  
CKS: " "

FSS Coordinator: Michelle Cooper and Dona Lee Falciatano

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PUTNAM COUNTY

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Putnam County Housing  
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PAR: Eileen Courtien  
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ST. LAWRENCE COUNTY

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FSS Coordinator: Nancy Casey

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PAR: Annys Barnett  
CKS: " "

FSS Coordinator: Eileen Anderson, CSW

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CKS: " "

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TIOGA COUNTY

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PAR: Sherry Feathers  
CKS: " "

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FSS Coordinator: Alan Bliss

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CKS: " "

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