



Office of Children and Family Services

Kathy Hochul
Governor

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Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	22-OCFS-LCM-07
To:	Local Departments of Social Services Commissioners Directors of Services Youth Bureau Directors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Youth Development and Partnerships for Success
Date:	April 25, 2022
Subject:	Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update
Contact Person(s):	See section IV.
Attachments:	Link to Internet Site: https://countyplans.ocfs.ny.gov

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 2022 Annual Plan Update for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus.

II. Background

LDSSs and county youth bureaus are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) local, multiyear 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 and county probation departments, dependent on the designated municipality PINS lead agency. The county planning process is designed to reflect the following principles and objectives:

- Support and acknowledge a local collaborative planning process that includes broad stakeholder involvement
- Encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements
- Support a data-driven process that focuses on outcomes for children, youth, families, adults, and communities
- Support the important respective administrative roles and responsibilities of county youth bureaus and LDSSs

Each year an Annual Plan Update submission is required for designated sections of the CFSP.

III. Program Implications

The 2022 Annual Plan Update is comprised of the following sections:

- Certification Requirements
 - Signature Page/Attestation
- Strategic Components
 - County Overview: Mission, Demographics, Efforts to Address Disparities, Successes/Achievements, Financial Process, Relationship Between County Outcomes and Title IV-B Federal Goals
 - Program Narrative, Collaborative Resources, Data Sources, Technical Assistance
 - Systemic Factors¹
 - Safety (CPS)
 - Permanency (Foster Care, Adoption)
 - Prevention
 - Youth and Young Adults
 - Runaway and Homeless Youth
 - Sexually Exploited and Trafficked Youth²
 - Adult Services
 - PINS Diversion Services
- Technical Components
 - Child Care
 - Non-Residential Domestic Violence
 - T and U Visa Reporting
 - Program Matrix
 - PINS Pre-Dispositional Placement Services

Submission Instructions:

LDSSs are required to submit the CFSP electronically using the County Plan System that can be found on the internet at <https://countyplans.ocfs.ny.gov/> .

The system is now available for input of the Annual Plan Update CFSP information. The County Plan System allows for sections of the CFSP to be submitted and approved separately. It is strongly advised that each section be submitted no later than June 1, 2022. If all sections of the CFSP are submitted by such date, OCFS anticipates OCFS review and approval by July 1, 2022

Each LDSS must grant access to all persons who will be completing a section of the CFSP. The LDSS commissioner and director of services will receive communication from OCFS when the system opens explaining the process. If the district would like to appoint additional contact person(s) to manage local system access, please complete the form located [here](https://forms.office.com/g/tfdNuL0xzv). (<https://forms.office.com/g/tfdNuL0xzv>)

¹ The 2022 annual plan update includes a self-assessment of performance on the Systemic Factors identified in the Child and Family Services Review process.

² The 2022 annual plan update includes a new section related to the needs of and services available to sexually exploited youth. LDSSs are strongly encouraged to respond to these questions in partnership with their Safe Harbour: NY Coordinator.

IV. Contacts

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

Child Welfare and Community Services (CWCS) Regional Offices:

Albany Regional Office: John Lockwood (518) 486-7078, John.Lockwood@ocfs.ny.gov

Buffalo Regional Office: Amanda Darling (716) 847-3145, Amanda.Darling@ocfs.ny.gov

New York City Regional Office: Ronni Fuchs (212) 383-4873, Ronni.Fuchs@ocfs.ny.gov

Rochester Regional Office: Christopher Bruno (585) 238-8201, Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office: Sara Simon (315) 423-1200, Sara.Simon@ocfs.ny.gov

Westchester Regional Office: Sheletha Chang (845) 708-2499, Sheletha.Chang@ocfs.ny.gov

Questions on the following content areas may be directed to the following people:

Child Care: Sonoma Pelton (518) 408-6074, Sonoma.Pelton@ocfs.ny.gov

Domestic Violence: Deirdre Sherman (518) 402-6775, Deirdre.Sherman@ocfs.ny.gov

Adult Services: Susan Hollander (212) 383-1793, Susan.Hollander@ocfs.ny.gov

Youth and Young Adult: (518) 474-4110, OCFS.sm.YouthBureau@ocfs.ny.gov

PINS: (518) 474-4110, OCFS.sm.PINS@ocfs.ny.gov

Runaway and Homeless Youth: (518) 474-4110, RHY@ocfs.ny.gov

Sexually Exploited and Trafficked Youth: (518)474-9789, humantrafficking@ocfs.ny.gov

Native American Services: Heather LaForme (716) 847-3123, Heather.LaForme@ocfs.ny.gov

Close to Home and Systems Improvement: Donte Blackwell (212) 383-7261,

Donte.Blackwell@ocfs.ny.gov

For technical support on the web-based system, use the following link:

<https://countyplans.ocfs.ny.gov/contact.cfm>.

/s/ Lisa Ghartey Ogundimu, Esq.

Issued by:

Name: Lisa Ghartey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success