



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-13
<b>To:</b>	Local Departments of Social Services Commissioners
<b>Issuing Division/Office:</b>	Division of Youth Development and Partnerships for Success
<b>Date:</b>	May 18, 2022
<b>Subject:</b>	<b>Supporting Foster Youth Through the Pandemic Act</b>
<b>Contact Person(s):</b>	See section V.
<b>Attachments:</b>	Attachment A: <i>Attachment for U.S. Department of Health and Human Services Grants</i>

### I. Purpose

The purpose of this Local Commissioners Memorandum is to clarify for local departments of social services (LDSSs) the use of federal Chafee funding in 2020 to support eligible youth who aged out of foster care during the time frame listed below. The COVID-19 pandemic contributed to the potential instability of young adults who aged out of foster care in New York State. To address the challenges exacerbated by the pandemic, the New York State Office of Children and Family Services (OCFS) allocated \$1,511,287 of the Chafee pandemic funding to LDSSs specifically for youth who aged out of care from March 1, 2020, to March 31, 2021, without a safe and stable transition plan.

### II. Background

The Consolidated Appropriations Act, 2021, P.L. 116-260, enacted into law on December 27, 2020, provided temporary flexibilities and assistance in response to the COVID-19 pandemic. New York State was allocated an additional \$12,961,217 for Chafee funds. The additional Chafee funds were intended to provide support to youth and young adults who are eligible for traditional Chafee dollars (youth who are 14 or older in foster care, or those who left foster care after the age of 14 through age 21). The additional funds include provisions for providing cash assistance and services to young adults aged 18 through 26 who were in foster care in New York State after the age of 14. The age extension through age 26 ended on September 30, 2021. As of October 1, 2021, through September 30, 2022, cash assistance and services are provided to young adults up to age 23 who are otherwise eligible for Chafee funding in New York State.

### III. Program Implications

Youth financially impacted by the COVID-19 pandemic were eligible if they experienced any of the following challenges during the federally defined COVID-19 Public Health Emergency as April 1, 2020, through September 30, 2021:

- Housing/Homelessness
- Lack of transportation
- Inability to pay utilities
- Technology barriers
- Child care challenges
- Food insecurity
- Medical expenses
- Loss of employment or reduced hours
- Serious illness of youth or family
- Financial instability

Age Eligibility:

- Youth who aged out at 21 years on or after March 1, 2020, through March 31, 2021.

Other Eligibility Requirements:

- Youth had no identified permanency resource or had their identified resource disrupted after discharge at age 21 between March 1, 2020, and March 31, 2021. Disruption did not have to be related to COVID-19, AND
- Youth was homeless or at risk of becoming homeless, OR
- Youth applied for Safety Net/TANF, OR
- Youth has significant service needs that have not been met and cannot be immediately met by other service sectors, including the state Office for People with Developmental Disabilities, the Office of Mental Health, or the Office of Addiction Services and Supports.

Eligible expenses were limited to items or services otherwise allowable under the John H. Chafee Foster Care Independence Program.

### IV. How Claiming was Instructed

There was \$1,511,287 in federal funds for expenditures related to young adults who aged out of foster care. These funds were used only to reimburse expenditures beginning March 1, 2020, and ending April 30, 2021, and final accepted in the Automated Claiming System (ACS) by July 19, 2021.

Expenditures for aging out project costs should have been claimed through the RF17 claim package for special project claiming. These costs were first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923, *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries*, and the LDSS-2347, *Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final accepting the RF2A claim package, the individual project costs were then reported under the project label "FFTA Aging Out 2020" on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*.

Salaries, fringe benefits, staff counts, and central services costs were directly entered on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*, while

overhead costs were automatically brought over from the RF2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs were reported with the appropriate object of expense(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs was reported as object of expense 37 - Special Project Program Expense on the LDSS-923B, Summary - Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs were reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid* (RF-17), as 100% federal share. For each LDSS, the expenditures reported for FFTA Aging Out 2020 was reimbursed up to the amount of the district's allocation. Further instructions for completing the time studies, the LDSS-923 and Schedule D, and the RF17 claim package were found in chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRM is available online at <http://otda.state.ny.net/bfdm/finance/>.

Please note that the claiming period has passed and all eligible LDSS claims have been paid.

## V. Contacts

General questions about independent living services should be directed to your OCFS regional office:

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

RRO – Christopher Bruno (585) 238-8549; [Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@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)

WRO – Sheletha Chang (914) 801-3231; [Sheletha.Chang@ocfs.ny.gov](mailto:Sheletha.Chang@ocfs.ny.gov)

NYCRO – Ronni Fuchs (212) 383-1788; [Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

Native American Services – Heather LaForme; (716) 847-3123; [Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

Close to Home Oversight – Donte Blackwell (212) 383-7261; [Donte.Blackwell@ocfs.ny.gov](mailto:Donte.Blackwell@ocfs.ny.gov)

**/s/ Nina Aledort, Ph.D., LMSW**

**Issued by:**

Name: Nina Aledort, Ph.D., LMSW

Title: Deputy Commissioner

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

**Attachment A****ATTACHMENT FOR U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS –  
TITLE IV-E FFY 2022 FOSTER CARE AWARD**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 352 states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient name	Local department of social services
(ii)	Subrecipient’s unique entity identifier	Local department of social services
(iii)	Federal award identification number (FAIN)	2101NYCILC
(iv)	Federal award date to the recipient by the HHS awarding agency	February 22, 2021
(v)	Subaward period of performance start and end date	Award period: October 1, 2020 – September 30, 2022  Liquidation period: October 1, 2020 – December 31, 2022
(vi)	Amount of federal funds obligated to the subrecipient by the pass-through entity to the subrecipient	\$1,511,287
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity, including the current obligation	\$1,511,287
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	\$1,511,287
(ix)	Federal award project description	John H. Chafee Foster Care Program for Successful Transition to Adulthood
(x)	Names of the HHS awarding agency and pass-through entity, and contact information for awarding official of the pass-through entity	Administration for Children and Families  Questions pertaining to the allocations: Shonna Clinton – (518)474-1361 <a href="mailto:Shonna.Clinton@ocfs.ny.gov">Shonna.Clinton@ocfs.ny.gov</a>
(xi)	CFDA number and name	93.674 - John H. Chafee Foster Care Program for Successful Transition to Adulthood
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimis rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.