



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	18-OCFS-LCM-23 (REVISED March 29, 2019)
To:	Local District Commissioners
Issuing Division/Office:	Child Welfare and Community Services
Date:	December 14, 2018
Subject:	NCCAN Funding for Family Assessment Response
Contact Person(s):	See Section VI
Attachments:	Local Assistance General Funds: FAR Annual Usage Report SFY 2018-19 <i>Attachment for U.S. Department of Health and Human Services Grants</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of \$100,000 in National Center on Child Abuse and Neglect (NCCAN) funds for the improvement of the Family Assessment Response (FAR) program. This LCM also provides information on each district's allocation, how districts may use the funds as well as planning, claiming, and documenting requirements. **This LCM was revised to include *Attachment for U.S. Department of Health and Human Services Grants*, which must be provided to all subrecipients per 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 354(a).**

II. Background

The primary goals of child protective services are protecting children and preserving families. The FAR is designed to increase, expand, and expedite families' access to appropriate services, including services to meet basic family needs such as food, housing, and utilities. This funding will provide families with access to short-term or one-time goods and/or services to meet their needs to help keep their children safe and to reduce the likelihood of child abuse and neglect.

III. Program Implications

To date, 21 LDSSs in New York State are implementing FAR. One hundred thousand dollars will be divided equally among the implementing LDSSs.

FFY 2018-19

District	Allocation	District	Allocation
Allegany	4,762	Queens	4,762

Cayuga	4,762		Rockland	4,762
Chemung	4,762		St. Lawrence	4,762
Columbia	4,762		St. Regis	4,761
Jefferson	4,762		Suffolk	4,762
Kings	4,762		Tioga	4,762
Madison	4,762		Tompkins	4,762
Nassau	4,762		Ulster	4,762
Niagara	4,761		Washington	4,762
Onondaga	4,762		Westchester	4,762
Orange	4,762			

The NCCAN funds must be used to provide direct services or goods to families engaging in FAR, and are to be used to provide tangible supports for short-term stabilization of families in crisis in need of goods or services they cannot afford. These funds are not to be used to replace existing goods or services that are already provided or obtained by the district for families receiving child protective services. Instead, these new funds are to be used to meet important family needs where there are no other free resources available. Examples include: the purchase of cleaning supplies; trash removal; repair or replacement of essential household appliances; fees to get utilities turned back on; car repairs and other transportation assistance that helps family members get to work, have access to medical, educational, mental health, substance abuse or domestic violence services, and/or attend to other appointments and activities in a safe manner.

The funds are available while an ongoing assessment of long-term service needs is undertaken through FAR.

IV. Reporting Requirements

Expenses incurred from October 1, 2018, to September 30, 2019, must be claimed by December 31, 2019. The New York State Office of Children and Family Services (OCFS) requires the attached reporting form be completed by each LDSS (Attachment A) on biannual basis. The information will be collected to review impact of funding on families engaging in the FAR approach.

The biannual usage report (Attachment A) should be sent to FARNCCANfunds@ocfs.ny.gov by April 30, 2019 and October 31, 2019.

V. Fiscal and Claiming

Expenditures for the NCCAN FAR 2018-19 project should be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs and reported on the Schedule D, *DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)*, in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label NCCAN FAR 2018-19 on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*.

Non-salary administrative costs are 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 should be 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 should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100 percent federal share. For each district, the expenditures reported for NCCAN FAR 2018-19 will be reimbursed up to the amount of the district's allocation.

To receive reimbursement, claims for expenditures of NCCAN FAR 2018-19 for the period October 1, 2018, through September 30, 2019, must be "final accepted" in the Automated Claiming System (ACS) by December 31, 2019.

Further instructions for completing the time studies, Schedule D, and RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual (FRM) Volume 3*. The FRMs are available on-line at <http://otda.state.ny.net/bfdm/finance/>.

VI. Contacts

Any programmatic questions should be addressed to the appropriate Division of Child Welfare and Community Services' regional office.

ARO	John Lockwood	(518) 486-7078	John.Lockwood@ocfs.ny.gov
BRO	Amanda Darling	(716) 847-4446	Amanda.Darling@ocfs.ny.gov
NYCRO	Ronni Fuchs	(212) 383-1788	Ronni.Fuchs@ocfs.ny.gov
RRO	Karen Lewter	(585) 238-8201	Karen.Lewter@ocfs.ny.gov
SVRO	Thalia Wright	(845) 708-2499	Thalia.Wright@ocfs.ny.gov
SRO	Sara Simon	(315) 423-1200	Sara.Simon@ocfs.ny.gov

Any claiming questions should be directed to:

Regions 1-4: Lauren Horn (518) 474-7549
otda.sm.Field_Ops.I-IV@otda.ny.gov
 Regions 5-6: Michael Simon (212) 961-8250
Michael.Simon@otda.ny.gov

/s/ Lisa Ghartey Ogundimu

Issued by:

Name: Lisa Ghartey Ogundimu

Title: Acting Deputy Commissioner

Division/Office: Child Welfare and Community Services

ATTACHMENT A

National Center on Child Abuse and Neglect (NCCAN) Funds: Family Assessment
Response
Goods and Services
Biannual Usage Report
FFY 2018 – 19

LDSS:

LDSS Contact (Name):

Purpose Statement: The National Center on Child Abuse and Neglect (NCCAN) funds are intended to provide immediate access to goods and/or services needed to keep children safe, to reduce the likelihood of child abuse and neglect, and to preserve families while FAR reports are open. The purpose of this form is to learn about how your local department of social services (LDSS) made use of these funds over the past year, and to assist the New York State Office of Children and Family Services (OCFS) with future planning of funding allocations.

1. How many (number) families were supported through this funding?
2. Please list items or service expenditures of this funding.

ATTACHMENT FOR U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS

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 354(a) 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	Section III: Program Implications
(ii)	Subrecipient’s unique entity identifier	County LDSS office
(iii)	Federal Award Identification Number (FAIN)	1501NYCA01 1601NYCA01 1701NYCA01 1801NYNCAN 1901NYNCAN
(iv)	Federal award date to the recipient by the HHS awarding agency	12/8/14 (1501NYCA01) 12/4/15 (1601NYCA01) 11/22/16 (1701NYCA01) 11/29/17 (1801NYNCAN) 1/24/19 (1901NYNCAN)
(v)	Subaward period of performance start and end date	Section V: Fiscal and Claiming
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Section III: Program Implications
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity, including the current obligation	Section III: Program Implications
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Section III: Program Implications
(ix)	Federal award project description	Section 1: Purpose
(x)	Name of the HHS awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Administration for Children & Families Section 1: Purpose Section VI: Contacts
(xi)	CFDA number and name	93.669 – Child Abuse and Neglect State Grants
(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 minimum rate is charged per section 75.414)	Unless otherwise noted, the indirect cost rate is 5.14 percent for State Fiscal Year 2018-19 and will increase to 6.54 percent for State Fiscal Year 2019-20. These rates are provided to OCFS by the New York State Division of the Budget.