



# Office of Children and Family Services

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## Administrative Directive

<b>Transmittal:</b>	20-OCFS-ADM-21
<b>To:</b>	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	November 16, 2020
<b>Subject:</b>	<b>New Purchase of Service (POS) Types for Authorizing Special Payments</b>
<b>Suggested Distribution:</b>	Directors of Social Services Child Protective Services Supervisors Child Welfare Supervisors Foster Care Supervisors
<b>Contact Person(s):</b>	Section VI
<b>Attachments:</b>	None.

### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 427.3 and 427.16	SSL §398-a	<i>Standards of Payment for Foster Care of Children</i>	

### I. Purpose

The purpose of this Administrative Directive (ADM) is to notify local departments of social services (LDSSs) of new Welfare Management System (WMS) Purchase of Service (POS) types that must be used for authorizing special payment expenditures for children in foster care residing in foster boarding homes (FBHs). This ADM also provides direction on the authorization of the new POS types.

## II. Background

New York State regulation<sup>1</sup> allows LDSSs to authorize payments for “special payments” made on behalf of a child residing in a foster boarding home for items, costs or services that are approved pursuant to 18 NYCRR 427.3 (c) as being necessary for the child but not included in established rates for board, care and clothing.

The foster parent(s) or voluntary authorized agency (VA) staff will purchase the needed items, and the LDSS will reimburse the foster parent(s) or VA for the eligible costs. Receipts must be provided when claiming a special payment.

## III. Program Implications

Prior to the introduction of new POS types, LDSSs authorized POS type 63 – Additional Per Diem and other POS when a POS type for the expense was not available in WMS. This ADM sets forth new POS types for such expenditures, which must be used as detailed in this ADM. Additionally, the creation of these new POS types is in response to the federal Administration for Children and Families’ request for the standardization of POS types in the OCFS 2015 Title IV-E Foster Care Eligibility Review results letter.

The following categories of special payments have new associated POS types for each item:

### Special Dietary Foods (POS 8S)

Special dietary food payments are provided for children who have a medically diagnosed condition that requires special meal items and are authorized using POS type 8S.

### Infant and Toddler Supplies (POS 8T)

Infant and toddler supplies that are occasional, as-needed items such as cribs, highchairs and car seats are authorized under POS type 8T. The placing agency should retain ownership of these items if the child is placed in another foster home or for the use of other children in care.<sup>2</sup> Infant and toddler supplies are limited to children between the ages of 0-10.

### Admission Fees and Club Dues (POS 8U)

Admission fees and club dues including, but not limited to, sporting events, museums, plays or musical tickets and designated clubs requiring dues are authorized using POS type 8U.

### Activity Fees (POS 8V)

Fees to participate in activities using POS type 8V include, but are not limited to, scout activities and youth athletics. Activity fees do not include equipment or uniforms that may be needed to participate in these activities.

### Hobbies and Recreation (POS 8G)

Special recreational/hobby expenditures include travel expenses such as lodging and transportation costs, entry or use fees, tools, uniforms and materials. These expenditures

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<sup>1</sup> 18 NYCRR 427.3(c)(1).

<sup>2</sup> 18 NYCRR 427.3 (c)(2)(vii).

are limited to \$400 per calendar year per child in foster care. Expenditures for hobbies and recreation are expected to be tracked by the LDSS, and if the \$400 per calendar year per child in foster care is exceeded, these expenses are considered non-reimbursable (NR). The 8G POS line must be written with a suffix code of "N" to reflect the appropriate NR claiming.

One-to-One Aides (POS 8Z)

One-to-one aides are exclusively for the supervision of a child in a congregate setting and are considered non-reimbursable expenses. POS 8Z is to be used only for this purpose. The cost of one-to-one aides is non-reimbursable, since LDSSs are mandated to pay the maximum state aid rate (MSAR) for the care and maintenance of a child in a congregate setting, and any additional cost that exceeds the MSAR for care and maintenance is non-reimbursable.

**IV. Required Action**

LDSSs are required to authorize payments for items discussed in this ADM by utilizing the respective POS type.

**V. Systems Implications**

WMS:

WMS has been changed to accept the new POS types for entry for children in foster care. WMS edits for these POS types are detailed in GIS 20-006, which is found on the OCFS website at:

<http://ocfs.state.nyenet/it/GeneralResources/GISDefault.asp>

BICS:

BICS has been changed to accommodate payment of the new foster care POS types. New foster care POS types will appear on BICS composites on existing Schedule H and K on the foster care lines.

**VI. Contacts**

For BICS and Statewide Service Payment System (SSPS) issues, please contact Maureen Godwin or Nancy Pare. Any other questions can be directed to [ocfs.sm.finance.IVEFC.POSypes@ocfs.ny.gov](mailto:ocfs.sm.finance.IVEFC.POSypes@ocfs.ny.gov).

**VII. Effective Date**

This ADM is effective as of the date of its issuance.

/s/ Derek J. Holtzclaw

**Issued by:**

Name: Derek J. Holtzclaw

Title: Deputy Commissioner for Administration

Division/Office: Administration