

+-----+
 | INFORMATIONAL LETTER |
 +-----+

TRANSMITTAL: 92 INF-20

DIVISION: Administration

TO: Commissioners of
 Social Services

DATE: March 16, 1992

SUBJECT: Questions and Answers from the '91 Fiscal Training
 Regional Meetings

SUGGESTED

DISTRIBUTION: Accounting Supervisors
 Staff Development Coordinators

CONTACT PERSON: Upstate: Roland Levie 1-800-342-3715, ext. 4-7549
 Metro: Marvin Gold at (212) 804-1108

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		385.3(e)			91 LCM-189 91 LCM-214

During the Fall 1991 fiscal training sessions a number of questions were raised. The purpose of this Informational Letter is to provide written responses to those questions.

A. Family and Children Services

1. Q. Are stipend payments for Independent Living included within the established per diem rates?

A. Stipend payments are NOT included within the established per diem rates.

2. Q. Is it proper to provide retroactive Independent Living stipend payments for periods in which a client was eligible for the payment, but during which time no stipend was provided?

A. Local Districts are obligated to pay stipend payments retroactively. This Department's Division of Family & Children Services, however, has suggested the option of prorating past due payments over a period of time to encourage money management rather than simply giving the client one large payment.

B. Income Maintenance

1. Q. What types of expenditures may be recovered against overpayments for JOBS supportive services?

A. Regulation 18NYCRR 385.3(e) is being revised to clarify which payments may be recovered against JOBS supportive services overpayments. For Aid to Dependent Children (ADC) related cases, overpayments for JOBS supportive services may only be recovered from future supportive services benefits. In instances where an overpayment is made to JOB participants in receipt of Home Relief (HR) or Veterans Assistance (VA), recovery may be made through a reduction in the public assistance grant.

2. Q. How is the EDGE II allocation for Day Care determined?

A. Up to 15% of each local district's State share may be designated as the match for Federal IV-A funds to pay for child care. The State share of the EDGE II allocation is derived from two funding sources: a fixed State appropriation, and a variable amount of EPE (Employment Preparation Education) State aid. The fixed State appropriation has been apportioned to districts based on ADC caseload size. The variable State share will depend on the amount of EPE State aid which eligible provider agencies can generate and devote to EDGE II activities. The actual amount of the Day Care allocation is determined by each district within the application submitted. The approval letter received back based on the application is the final document identifying each district's allocation, including the portion available to the district for child care.

3. Q. What is the payment process for EDGE I (Education for Gainful Employment) and EDGE II?
- A. The payment process to provide payment to vendors is the same under EDGE I and EDGE II. Other than the Day Care payment, the providers are paid by the State Education Department directly. Districts have the discretion to select the provider agencies of their choice. The eligible organizations include: Public Schools, BOCES, Community +2 Year Colleges, Community Based Organizations, Service Delivery Areas, Educational Opportunity Center, Agricultural & Technical Colleges, and Libraries. Once a district submits the application as defined in 91 LCM-189, the State Education Department will support program activities by funding the providers directly. No local district share is required for these costs.
4. Q. What are the claiming procedures for the General Equivalency Diploma (GED)?
- A. GED payments authorized to ADC, ADC-U, and PG-ADC cases should be claimed on the IV-F JOBS column of the DSS-187 entitled, "Schedule A Consolidation of Rolls and Computation of Federal and State Aid." For HR and VA cases, GED expenditures should be claimed under HR-regular on DSS-1040, entitled, "Schedule C Assistance and Care, All Other-Schedule of Costs."
5. Q. What are districts' responsibilities related to providing GED (General Equivalency Diploma) expenditures for a client after repeated failures?
- A. According to 91 LCM-214, districts should ensure that only recipients with appropriate education skill levels are scheduled for the test. GED candidates should test successfully on the GED pre-test before being approved for the actual examination.
6. Q. We have been paying volunteers mileage costs for transporting clients to obtain care and services. Our question involves paying the volunteers for those miles traveled where no client was being carried. We have a case where the volunteer drives fifty miles to the client's home and then takes the client 20 miles to the medical provider and makes the return trip. We have been paying the mileage cost for the total 140 miles traveled by the volunteer. Must we pay for all the mileage?
- A. The Department's policy is that vendors should not be paid for unloaded mileage. However, a volunteer driver utilizing a personal vehicle is not a vendor. Reimbursement for mileage in a personal vehicle is assumed to be established on a round trip basis. Nevertheless, it is also assumed the volunteer driver lives in close proximity to the recipient being transported.

Volunteer services are generally utilized as a cost efficient method of assuring transportation or in a situation where no other appropriate transportation is available. The local districts are obliged to utilize the least costly method of transportation available to assure a recipient's access to medical care.

Mass transit or taxi services located in closer proximity to the recipient's home may be a more cost efficient solution. In addition, the local district could discuss a reduced rate with the volunteer based on the actual cost of utilizing the vehicle.

7. Q. How would payments made to an outside contractor for performing administrative duties for a Day Care Program be claimed?

A. Payments to a contractor to perform the administration of a Day Care Program should be claimed on Schedule D-2 instead of the Schedules G or H. The costs of providing recruitment and training of providers along with resources development and licensing activities are only allowable as either Title XX or Low Income Day Care costs. These costs are not allowable for reimbursement under Employment and JOBS related Child Care, Title IV-A Federal Transitional Child Care, At Risk Low Income Child Care or Block Grant Child Care. These costs would be direct charged on the identified cost line of Schedule D-2 with the necessary prior approval of the State.

These payments would not be claimed on Schedule G or H since the Day Care expenditures claimed on Schedule G and H should be related to the child counts and the Day Care payments that are reported on Schedule G-2. There would be no way to authorize the payments to a contractor on WMS since no specific case would be connected to these payments.

C. Medical Assistance

1. Q. Will the State contract with Health Maintenance Organizations (HMOs) for the Managed Care Program?

A. The State has no plans to enter into such a contract.

2. Q. Is the Pharmacists' Association trying to obtain an exclusive contract for rendering pharmaceutical services in the Western Region of the State?

A. There is no exclusive contract for rendering pharmaceutical services.

3. Q. How is the footnote information required for Schedule D-1 entered into the Automated Claiming System (ACS)?
- A. The footnote information will be entered in the comment field that appears on the entry screen labeled FCPPSL which is also the Package Selection Screen.

John M. Sweeney
Assistant Commissioner
Office of Financial Management