



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	19-OCFS-LCM-04
To:	Local District Commissioners
Issuing Division/Office:	Division of Administration Bureau of Budget Management
Date:	March 29, 2019
Subject:	Claiming for Raise the Age Expenses made Prior to the Implementation of Raise the Age
Contact Person(s):	See Section VI
Attachments:	None

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide localities with claiming instructions for Raise the Age (RTA)-related expenses made between April 1, 2018 and September 30, 2018.

II. Background

Part WWW of Chapter 59 of the Laws of 2017 contains the provisions for the enacted RTA legislation. The RTA Law provides for raising the age of criminal responsibility to 18 years of age, in a phased-in manner over two years and will apply to youth who are

- o 16 years old beginning October 1, 2018, and
- o 17 years old beginning October 1, 2019.

Pursuant to Chapter 53 of the Laws of 2018, State Fiscal Year (SFY) 2018-19 appropriation authority is available for reimbursement of eligible RTA claims, provided the provisions of the laws and SFY 2018-19 claiming deadlines are met. The law includes a provision that allows the state to reimburse localities that meet eligibility criteria for 100 percent of the incremental costs for RTA. To be eligible for reimbursement, the law requires that a locality submit a Comprehensive Fiscal Plan for RTA to the Office of Children and Family Services (OCFS) and the Division of Criminal Justice Services (DCJS) that identifies anticipated, eligible incremental RTA-related costs. The Comprehensive Fiscal Plan for RTA must be submitted to and approved by the state Division of the Budget (DOB) for an eligible locality to be reimbursed for 100 percent of its

costs. A locality is deemed eligible if it meets the criteria set forth in State Finance Law § 54-m. All subsequent claims submitted by an eligible locality, except costs where separate guidance has been provided, such as secure and specialized secure detention for non-provider counties and foster care costs reimbursed within the Maximum State Aid Rate (MSAR), must have been included in an eligible locality's DOB-approved Comprehensive Fiscal Plan for RTA. For eligible localities, 100 percent state reimbursement is available net of any federal funds for services and related expenses included in its DOB-approved Comprehensive Fiscal Plan for RTA that are provided to RTA-eligible youth.

III. Program Implications

Counties may have incurred costs associated with developing capacity to support RTA prior to the effective date of the law. Counties are eligible to receive reimbursement for these expenses incurred during the period April 1, 2018 and September 30, 2018 if such expenses are included in the DOB-approved Comprehensive Fiscal Plan for RTA.

Separate guidance will be provided for services not typically claimed through the Automated Claiming System (ACS) (such as detention, supervision and treatment services for juveniles, and non-OCFS claims). Policies, procedures, and system updates will continue to be released and any associated documentation will be updated accordingly.

IV. Claiming

These project expenditures should be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs (Other Reimbursable Programs) and reported on the Schedule D, *DSS Administrative Expense 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 **RTA STARTUP COSTS** on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*. Salary and fringe benefit costs related to the **RTA STARTUP COSTS** program may be directly charged to the RF17 claim package. Total project costs and shares should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*. The RF17 claim package should be completed each month after the RF2A package is completed. Please note that the associated Central Services (previously known as A-87 costs) are not reimbursable from state funds and, therefore, are 100 percent local share. Local districts administrative costs are an allowable expense under this project, and will be reimbursed at 100 percent State Share up to the approved amount in the district's Comprehensive Fiscal Plan for RTA.

The expenditures must have been incurred during the period April 1, 2018 through September 30, 2018, and claims must be final accepted in the ACS no later than September 30, 2019.

If you have previously claimed **RTA STARTUP COSTS** on an RF2A claim package for the April 2018 through September 2018 period, you will need to submit a supplemental claim for that same period to shift the cost from the function it was originally claimed under to the F17 column.

Instructions for the Schedule D and RF17 claim package are found in Chapters 7 and 18,

respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRMs are available online at <http://otda.state.ny.net/bfdm/finance/>.

There are no additional federal revenues that can be claimed on expenditures reimbursed with **RTA STARTUP COSTS** funds. TANF statutory and regulatory provisions do not allow for the use of TANF/EAF funds for RTA youth. Therefore, districts must not use EAF eligibility code "04" or EAF suffix code "E" when authorizing RTA services.

V. Contact Information

Any fiscal questions regarding the RTA program should be directed to:

Shonna Clinton, Chief Budgeting Analyst, Bureau of Budget Management,
(518) 474-1361, Shonna.Clinton@ocfs.ny.gov

Programmatic questions should be directed to the appropriate regional office, Division of Child Welfare and Community Services:

BRO – Amanda Darling, (716) 847-3145, Amanda.Darling@ocfs.ny.gov

RRO – Karen Lewter, (585) 238-8201, Karen.Lewter@ocfs.ny.gov

SRO – Sara Simon, (315) 423-1200, Sara.Simon@ocfs.ny.gov

ARO – John Lockwood (518) 486-7078, John.Lockwood@ocfs.ny.gov

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New York City RO – Ronni Fuchs, (212) 383-1676, Ronni.Fuchs@ocfs.ny.gov

ACS Claiming Questions

Regions I-IV: Lauren Horn, (518) 474-7549, otda.sm.Field_Ops.I-IV@otda.ny.gov

Region V - VI: Michael Simon, (212) 961-8250, Michael.Simon@otda.ny.gov

/s/ Derek J. Holtzclaw

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