

## **Overview**

The Office of Children and Family Services (OCFS), as a pass-through entity of title IV-E federal funds, will reimburse entities for their allowable legal representation expenditures to represent children and their parents in legal proceedings. The entity will complete and submit a memorandum of understanding (MOU) and a cost allocation plan (CAP) to OCFS for approval. The expenditures will be paid by these entities in the first instance. The allowable expenditures will then be submitted by the entity to the bureau of financial operations (BFO) title IV-E unit for reimbursement in the prescribed claiming process. BFO's title IV-E unit will review the claims submitted by the entity. The review process will include a review of the supporting documentation to ensure the claims follow the approved CAP methodology. After the claims review is completed, the title IV-E accountant will enter the information on the CB-496 quarterly expenditure report to be submitted to the federal Administration for Children and Families (ACF) for review. Once the CB-496 is submitted, reviewed, and approved by ACF, OCFS will be awarded the federal funds through a grant award. The entity will need to select a method of how they would like to receive reimbursement. Below is a list of reimbursement methods, please choose one and work with OCFS BFO to set up the method. For state agencies, title IV-E reimbursement cannot be paid through a sub-allocation therefore OCFS is recommending the reimbursement be transferred through a Source 9. This may require updated language in your budget.

## **Claim Process**

1. Entity completes/submits MOU and CAP for approval with OCFS
2. Entity submits an Enhanced service plan with Indigent Legal Services (ILS). These plans need to be renewed with ILS every 3 years. A copy of the plan is sent to OCFS
3. OCFS reviews, approves, and signs off on MOU and CAP
4. Entity submits claim form with supporting documentation
5. OCFS reviews claim form and approves if it meets program requirements
6. OCFS submits claim to ACF quarterly and receives federal award approximately 3-4 months after claim is submitted to ACF
7. Entity is reimbursed after OCFS receives federal award

## **Methods of Reimbursement**

1. Voucher- Reimbursements made to county entities will be expensed against the title IV-E foster care award and will be processed in the Statewide Financial System (SFS). This will require the entity to set up an account in SFS to receive reimbursement.

[https://web.osc.state.ny.us/agencies/guide/MyWebHelp/?redirect=legacy#XII/8/8.htm?ToCPath=XII.%2520Expenditures%257C8.%2520Voucher%2520Processing%257C\\_\\_\\_\\_\\_0](https://web.osc.state.ny.us/agencies/guide/MyWebHelp/?redirect=legacy#XII/8/8.htm?ToCPath=XII.%2520Expenditures%257C8.%2520Voucher%2520Processing%257C_____0)

2. General ledger journal entry: Reimbursements to the entity will be processed through SFS. The entity will need to set up an account in SFS.

[https://web.osc.state.ny.us/agencies/guide/MyWebHelp/?redirect=legacy#VIII/1/1.htm?ToCPath=VIII.%2520AP%2520Journal%2520Vouchers%2520and%2520GL%2520Journal%2520Entries%257C1.%2520AP%2520Journal%2520Vouchers%2520%2526%2520GL%2520Journal%2520Entries%2520Overview%257C\\_\\_\\_\\_\\_0](https://web.osc.state.ny.us/agencies/guide/MyWebHelp/?redirect=legacy#VIII/1/1.htm?ToCPath=VIII.%2520AP%2520Journal%2520Vouchers%2520and%2520GL%2520Journal%2520Entries%257C1.%2520AP%2520Journal%2520Vouchers%2520%2526%2520GL%2520Journal%2520Entries%2520Overview%257C_____0)

3. Source 9 transfer- To preserve federal grant reporting requirements, statutory transfers from federal funds will be recorded in the federal grant fund as an Operating Transfer (transfer account code 60810 along with the fund affiliate of the receiving fund). These transactions are referred to as "Source 9" transactions which denote that the transfer authorization is provided in language bills. As such, special account coding must be used to ensure that the transaction budget checks against the project budgets but does not budget check against appropriation or segregation budgets.

<https://web.osc.state.ny.us/agencies/guide/MyWebHelp/?redirect=legacy#IX/9/B.htm?Highlight=Source%20%20transfer>

4. Interagency billing through SFS (State Agency Option Only)- Interagency billing is a process that allows agencies to bill each other, settling bills without the need for a paper check and using accounting entries only. The interagency billing process provides visibility into the status of interagency receivables (open item) and payables (voucher).

<https://web.osc.state.ny.us/agencies/guide/MyWebHelp/?redirect=legacy%23IX/9/B.htm?Highlight=Source%20%20transfer#VIII/3.htm?Highlight=interagency%20billing>